



## TCOOMBS & ASSOCIATES, LLC GSA SCHEDULE



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

### GS-35F-0623M

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### TCOOMBS & ASSOCIATES, LLC (dba) TCAssociates

6551 Lois dale Court Suite 500  
Springfield VA 22150  
Office: 703-822-8228  
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Contract Number: GS-35F-0623M

EFFECTIVE DATES: 11 JULY 2012 – 11 JULY 2017

General Services Administration Federal Acquisition Service  
Pricelist current through Modification # PS-0007 dated July 12, 2012.

Email: [Contracts@TCAssociates.com](mailto:Contracts@TCAssociates.com)

Website: [www.TCAssociates.com](http://www.TCAssociates.com)

#### ***SIN 132-51 - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES***

Includes resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other services relevant to 29CFR541.400.

#### ***SIN 132-60F - IDENTITY AND ACCESS MANAGEMENT PROFESSIONAL SERVICES***

Supports planning, risk assessment, deployment, implementation and integration of Identity and Access Management (IAM) with customer agency applications, both certificate-based and non-certificate-based. NOTE: Integrated access control systems including planning, design, installation, monitoring and service, as well as products are found on Schedule 84



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#### **COMPANY BACKGROUND**

TCOOMBS & ASSOCIATES, LLC a Consulting Services and staffing company that was established in January 1998, and currently has five primary services divisions:

- 1) Technology and Security Services: Information Technology, and Security Products and Services;
- 2) Telecommunications;
- 3) Logistics and Facilities Management Services,
- 4) Healthcare Services including a variety of on-site and remote medical professional and administrative staffing, transcription, coding, billing, training, and other related services; and
- 5) Staffing Services: IT, administrative, clerical, healthcare, financial, etc.; and both long-term and short-term ([www.GOVTEMPS.com](http://www.GOVTEMPS.com)).

TCAssociates' Telecommunications and Technology Services divisions' primary focus is System Architecture and Engineering Services related to the voice/data communications and security environments. TCOOMBS & ASSOCIATES, LLC has been instrumental in the design and installation of broadband cable networks infrastructure deployments and other IT and IA services to date including Veterans Affairs, DEA, Voice Of America, Howard University, Montgomery and Baltimore MD and Fairfax and Prince George's VA County Schools just to name a few. As we continue to be involved in the direction and evolution of such systems we are continually applying lessons learned and industry best practices supported expertise to what we offer and provide customers. TCOOMBS & ASSOCIATES, LLC's ultimate goal is to be a one-stop shop for technology, security, and healthcare services and solutions. Our specific Telecommunications, IT and Security focus areas are:

- Network, Systems, and Physical Security Vulnerability/Risk, and Compliance Assessments and Tools
- Security Documentation Development and Analyses (DITSCAP, FISMA, NIACAP, etc) Services
- Certification & Accreditation (C&A) Testing, and Auto-Remediation Services and Solutions
- Voice/Data Network Design, Installation, Operations, and Maintenance
- Fiber Backbone and Network, Design, Installation, Operations, and Maintenance



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- PBX, Help Desk Management, and Voice Over IP Systems Installation and Support Services
- Database Development, Operations, Maintenance, and Management (Web-based and Stand-Alone)
- Network and Security Engineering and Analyses Services, including Forensic Security Solutions
- Desk Top, Help Desk and Call Center Management and Services and Solutions
- Network and Systems Data Encryption Services and Solutions, including Wireless Encryption
- BioMetric Access Control and Auditing Tools and Solutions
- Website Development, Operations, and Maintenance Services
- Program Management Services
- Training (computer based training, web-based and on-site solutions)

#### ***COMPANY OVERALL SERVICES & SOLUTIONS SUMMARY***

##### ***Engineering and Technology/Telecommunications Services and Solutions***

- Telecommunication Systems, Networks, & Systems Installation, Operations and Maintenance
- Network/Systems Design, Implementation, Operations and Maintenance
- Desktop Support, and Help Desk/Call Center Support Services
- Systems Engineering & Analysis
- Database Development, Administration and Management Services
- IV&V, R&D, BCA, and BPR (Business Process Re-engineering) Services
- Technology Evaluation and Solutions Implementation Services
- Network/Data Switches and Systems, and Telecomm Switches and Systems (**Alcatel**) design,
- Installation, operations and maintenance services

##### ***Information Assurance (Security)***

- Enterprise Vulnerability and Compliance Assessments (Surveys, Testing, Reporting) and automated tool: **EVC**
- Documentation Development and Analysis (HIPAA, JCAHO, GISRA/FISMA, DITSCAP, VA ITSCAP, NIACAP, etc.)
- Security/Privacy Policy/Plans Development & Analysis
- C&A and ST&E Testing of Systems and Networks
- Risk/Vulnerability Assessments (Programs, Systems, Facilities)



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- Secure **Wireless** System and Data **Encryption** Solution (FIPS 140-2 compliant and FIPS 197 certified AES 128-bit encryption)
- State-of-the-art Auto-Remediation tools and services
- **Internal** Network/System **Data Encryption** Solution –
- Automated Network/Systems Threat Assessments:
- Forensic Security and Incident Response Software and Services

#### *Education and Training*

- Medical Coding Certification Training offered through partnership with Northern Virginia Community College, NVCC
- Security Training for Network and Systems Managers (CISSP)
- Web and CD-based Medical, Dental, Occupational Health and Patient Training and Courses (CME & CEU credits available)
- HIPAA (HETA Online) Education and Training & Assessments

#### *Staffing Services (GOVTEMPS.COM)*

- Full and Part Time IT, Telecomm, Administrative and Professional Healthcare Support Staffing

#### *Identity Credential and Access Management*

- PIV cards
- Facial Recognition

### INFORMATION TECHNOLOGY SERVICES

These services are offered to the government through Special Item Number (SIN) 132-51, Information Technology (IT) Services –

#### *SIN 132-51 - INFORMATION TECHNOLOGY PROFESSIONAL SERVICES*

- FPDS Code D301 IT Facility Operation and Maintenance
- FPDS Code D302 IT Systems Development
- FPDS Code D306 IT Systems Analysis
- FPDS Code D307 Automated Information Systems Design and Integration
- FPDS Code D308 Programming
- FPDS Code D310 IT Backup and Security
- FPDS Code D311 IT Data Conversion
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing
- FPDS Code D316 IT Network Management



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- FPDS Code D317 Automated News, Data, or Other Information Services
- FPDS Code D399 Other IT Services, Not Elsewhere Classified

**DESCRIPTION OF IT SERVICES**

Provided are descriptions of each type of IT Service offered under Special Item Number 132-51.

Description of IT Services and Pricing

TCOOMBS & ASSOCIATES,LLC (TCOOMBS & ASSOCIATES,LLCLLC) offers a wide variety of IT Professional Services through several professional labor categories. Please see the Federal Supply Schedule pricelist and labor category descriptions on the following pages. All prices are based on OnSite work, for off Site work please adjust by 12%.

**PROMPT PAYMENT DISCOUNT 2% 20 days – net 30**

IT SERVICES PRICING

Clin	Skill	2012	2013	2014	2015	2016	2017
G-IT-70-000	Administrative Specialist II	\$61.46	\$63.30	\$65.20	\$67.16	\$69.17	\$71.04
G-IT-70-100	ADVANCE TECHNOLOGY PROGRAM MANAGER	\$136.64	\$140.74	\$144.96	\$149.31	\$153.79	\$157.95
G-IT-70-110	ADVANCE TECHNOLOGY PROJECT MANAGER	\$124.76	\$128.51	\$132.36	\$136.33	\$140.42	\$144.22
G-IT-70-120	ADVANCED TECHNOLOGY TASK MANAGER	\$112.88	\$116.26	\$119.75	\$123.34	\$127.04	\$130.47
G-IT-70-130	BILLING/COLLECTIONS SYSTEM TECHNICIAN	\$28.84	\$29.71	\$30.60	\$31.51	\$32.46	\$33.34
G-IT-70-140	BPR SPECIALIST	\$104.02	\$107.14	\$110.35	\$113.67	\$117.08	\$120.25
G-IT-70-150	CERTIFIED NURSE INFORMATION	\$88.08	\$90.72	\$93.44	\$96.24	\$99.13	\$101.81
G-IT-70-160	CODER	\$51.91	\$53.47	\$55.07	\$56.73	\$58.43	\$60.01
G-IT-70-170	COMMUNICATION SPECIALIST	\$53.12	\$54.71	\$56.35	\$58.04	\$59.78	\$61.40
G-IT-70-180	COMMUNICATIONS SPECIALIST	\$61.27	\$63.11	\$65.01	\$66.96	\$68.97	\$70.84
G-IT-70-190	COMPUTER SPECIALIST	\$61.79	\$63.64	\$65.55	\$67.52	\$69.54	\$71.42
G-IT-70-200	CONFIGURATION MANAGEMENT SPECIALIST	\$80.79	\$83.22	\$85.71	\$88.28	\$90.93	\$93.39



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<b>G-IT-70-210</b>	CONFIGURATION MANAGEMENT SUPPORT ANALYST	\$68.92	\$70.98	\$73.11	\$75.31	\$77.57	\$79.67
<b>G-IT-70-220</b>	COST ANALYST	\$85.00	\$87.55	\$90.17	\$92.88	\$95.66	\$98.25
<b>G-IT-70-230</b>	CUSTOMER SUPPORT REPRESENTATIVE	\$38.09	\$39.23	\$40.41	\$41.62	\$42.87	\$44.03
<b>G-IT-70-240</b>	Data Analyst II	\$101.93	\$104.99	\$108.14	\$111.38	\$114.72	\$117.82
<b>G-IT-70-250</b>	Data Analyst III	\$110.28	\$113.59	\$117.00	\$120.51	\$124.12	\$127.48
<b>G-IT-70-260</b>	Data Center Manager I	\$95.26	\$98.12	\$101.06	\$104.09	\$107.21	\$110.11
<b>G-IT-70-270</b>	Database Administrator	\$108.01	\$111.25	\$114.59	\$118.03	\$121.57	\$124.86
<b>G-IT-70-280</b>	DATABASE MANAGER	\$112.88	\$116.26	\$119.75	\$123.34	\$127.04	\$130.47
<b>G-IT-70-290</b>	DESIGN ANALYST	\$45.18	\$46.53	\$47.93	\$49.36	\$50.85	\$52.22
<b>G-IT-70-300</b>	DIRECTOR OF PROGRAMS	\$117.74	\$121.27	\$124.91	\$128.66	\$132.52	\$136.11
<b>G-IT-70-310</b>	ERP Functional Analyst I	\$127.98	\$131.82	\$135.77	\$139.84	\$144.04	\$147.93
<b>G-IT-70-320</b>	FACILITATOR	\$101.88	\$104.93	\$108.08	\$111.32	\$114.66	\$117.76
<b>G-IT-70-330</b>	FINANCIAL MANAGER	\$101.00	\$104.03	\$107.15	\$110.37	\$113.68	\$116.76
<b>G-IT-70-340</b>	Financial Support Specialist I	\$83.78	\$86.29	\$88.88	\$91.55	\$94.29	\$96.84
<b>G-IT-70-350</b>	Graphic Designer I	\$53.99	\$55.61	\$57.28	\$59.00	\$60.77	\$62.42
<b>G-IT-70-360</b>	Graphic Designer III	\$72.62	\$74.80	\$77.04	\$79.35	\$81.73	\$83.94
<b>G-IT-70-370</b>	GRAPHICS ILLUSTRATOR	\$60.33	\$62.14	\$64.00	\$65.92	\$67.90	\$69.73
<b>G-IT-70-380</b>	HELP DESK MANAGER	\$93.73	\$96.54	\$99.44	\$102.42	\$105.49	\$108.34
<b>G-IT-70-390</b>	HELPDESK SPECIALIST	\$59.41	\$61.19	\$63.03	\$64.92	\$66.87	\$68.68
<b>G-IT-70-400</b>	HELPDESK TECHNICIAN	\$48.32	\$49.77	\$51.26	\$52.80	\$54.38	\$55.85
<b>G-IT-70-410</b>	INFORMATION ASSURANCE ANALYST	\$112.88	\$116.26	\$119.75	\$123.34	\$127.04	\$130.47
<b>G-IT-70-420</b>	INFORMATION ASSURANCE ENGINEER	\$124.76	\$128.51	\$132.36	\$136.33	\$140.42	\$144.22
<b>G-IT-70-430</b>	INFORMATION ASSURANCE PROGRAM MANAGER	\$166.35	\$171.34	\$176.48	\$181.77	\$187.22	\$192.28
<b>G-IT-70-440</b>	Integration/Test Engineer I	\$94.11	\$96.94	\$99.84	\$102.84	\$105.92	\$108.79
<b>G-IT-70-450</b>	Internet/Web Design Developer I	\$72.30	\$74.47	\$76.70	\$79.00	\$81.37	\$83.57
<b>G-IT-70-460</b>	INTRANET/EXTRANET/INTERNET SITE DEVELOPER ENGINEER	\$112.88	\$116.26	\$119.75	\$123.34	\$127.04	\$130.47
<b>G-IT-70-470</b>	JUNIOR BILLING/COLLECTIONS SYSTEM TECHNICIAN	\$40.38	\$41.59	\$42.83	\$44.12	\$45.44	\$46.67
<b>G-IT-70-480</b>	JUNIOR BPR SPECIALIST	\$101.88	\$104.93	\$108.08	\$111.32	\$114.66	\$117.76
<b>G-IT-70-490</b>	JUNIOR CODER	\$40.38	\$41.59	\$42.83	\$44.12	\$45.44	\$46.67
<b>G-IT-70-500</b>	JUNIOR COMPUTER SPECIALIST	\$45.16	\$46.51	\$47.91	\$49.34	\$50.82	\$52.19
<b>G-IT-70-510</b>	JUNIOR COST ANALYST	\$77.23	\$79.55	\$81.93	\$84.39	\$86.92	\$89.27
<b>G-IT-70-520</b>	JUNIOR FINANCIAL MANAGER	\$86.15	\$88.73	\$91.40	\$94.14	\$96.96	\$99.59



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<b>G-IT-70-530</b>	JUNIOR INFORMATION ASSURANCE ANALYST	\$101.00	\$104.03	\$107.15	\$110.37	\$113.68	\$116.76
<b>G-IT-70-540</b>	JUNIOR INFORMATION ASSURANCE ENGINEER	\$112.88	\$116.26	\$119.75	\$123.34	\$127.04	\$130.47
<b>G-IT-70-550</b>	JUNIOR INTRANET/EXTRANET/INTERNET SITE DEVELOPER ENGINEER	\$101.00	\$104.03	\$107.15	\$110.37	\$113.68	\$116.76
<b>G-IT-70-560</b>	JUNIOR NETWORK/SYSTEM SECURITY ENGINEER	\$112.88	\$116.26	\$119.75	\$123.34	\$127.04	\$130.47
<b>G-IT-70-570</b>	JUNIOR QUALITY ASSURANCE TECHNICIAN	\$77.23	\$79.55	\$81.93	\$84.39	\$86.92	\$89.27
<b>G-IT-70-580</b>	JUNIOR SYSTEM ANALYST	\$54.18	\$55.80	\$57.48	\$59.20	\$60.98	\$62.63
<b>G-IT-70-590</b>	JUNIOR TELECOM ENGINEER	\$77.23	\$79.55	\$81.93	\$84.39	\$86.92	\$89.27
<b>G-IT-70-600</b>	JUNIOR TRANSCRIPTIONIST	\$27.11	\$27.92	\$28.76	\$29.62	\$30.51	\$31.33
<b>G-IT-70-610</b>	MANAGEMENT ANALYST	\$112.88	\$116.26	\$119.75	\$123.34	\$127.04	\$130.47
<b>G-IT-70-620</b>	Management Analyst II	\$140.21	\$144.41	\$148.75	\$153.21	\$157.81	\$162.08
<b>G-IT-70-630</b>	Network Administrator II	\$80.87	\$83.30	\$85.80	\$88.37	\$91.02	\$93.48
<b>G-IT-70-640</b>	NETWORK ADMINSTRATOR	\$73.37	\$75.57	\$77.83	\$80.17	\$82.58	\$84.81
<b>G-IT-70-650</b>	NETWORK CONSULTANT	\$98.57	\$101.53	\$104.57	\$107.71	\$110.94	\$113.94
<b>G-IT-70-660</b>	NETWORK ENGINEER	\$282.74	\$291.22	\$299.95	\$308.95	\$318.22	\$326.82
<b>G-IT-70-670</b>	NETWORK ENGINEER	\$165.43	\$170.39	\$175.50	\$180.77	\$186.19	\$191.23
<b>G-IT-70-680</b>	Network Engineer III	\$119.11	\$122.68	\$126.36	\$130.15	\$134.06	\$137.68
<b>G-IT-70-690</b>	NETWORK TECHNICIAN	\$47.42	\$48.84	\$50.31	\$51.82	\$53.37	\$54.82
<b>G-IT-70-700</b>	Network Technician III	\$80.46	\$82.87	\$85.36	\$87.92	\$90.56	\$93.01
<b>G-IT-70-710</b>	NETWORK/SYSTEM SECURITY ENGINEER	\$124.76	\$128.51	\$132.36	\$136.33	\$140.42	\$144.22
<b>G-IT-70-720</b>	Program Manager	\$148.08	\$152.52	\$157.10	\$161.81	\$166.67	\$171.18
<b>G-IT-70-730</b>	PROGRAM MANAGER	\$87.62	\$90.25	\$92.96	\$95.75	\$98.62	\$101.29
<b>G-IT-70-740</b>	Programmer/Analyst I	\$68.13	\$70.17	\$72.28	\$74.45	\$76.68	\$78.76
<b>G-IT-70-750</b>	Programmer/Analyst II	\$74.77	\$77.02	\$79.33	\$81.71	\$84.16	\$86.44
<b>G-IT-70-760</b>	Programmer/Analyst III	\$93.40	\$96.20	\$99.09	\$102.06	\$105.12	\$107.96
<b>G-IT-70-770</b>	PROJECT ADMINISTRATOR	\$33.14	\$34.13	\$35.15	\$36.21	\$37.29	\$38.30
<b>G-IT-70-780</b>	PROJECT ANALYST	\$44.91	\$46.26	\$47.64	\$49.07	\$50.54	\$51.91
<b>G-IT-70-790</b>	PROJECT MANAGER	\$73.95	\$76.17	\$78.46	\$80.81	\$83.24	\$85.49
<b>G-IT-70-800</b>	Project Manager I	\$118.12	\$121.66	\$125.31	\$129.07	\$132.95	\$136.54
<b>G-IT-70-810</b>	QUALITY ASSURANCE SPECIALIST	\$89.12	\$91.79	\$94.54	\$97.38	\$100.30	\$103.01
<b>G-IT-70-820</b>	RESEARCH ANALYST	\$53.47	\$55.07	\$56.72	\$58.43	\$60.18	\$61.81
<b>G-IT-70-830</b>	SENIOR BILLING/COLLECTIONS SYSTEM TECHNICIAN	\$24.23	\$24.95	\$25.70	\$26.47	\$27.27	\$28.00



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<b>G-IT-70-840</b>	SENIOR BPR SPECIALIST	\$123.32	\$127.02	\$130.83	\$134.76	\$138.80	\$142.56
<b>G-IT-70-850</b>	SENIOR CODER/AUDITOR	\$63.45	\$65.35	\$67.31	\$69.33	\$71.41	\$73.34
<b>G-IT-70-860</b>	SENIOR COMPUTER SPECIALIST	\$68.92	\$70.98	\$73.11	\$75.31	\$77.57	\$79.67
<b>G-IT-70-870</b>	SENIOR CONFIGURATION MANAGEMENT SPECIALIST	\$92.68	\$95.46	\$98.32	\$101.27	\$104.31	\$107.13
<b>G-IT-70-880</b>	SENIOR COST ANALYST	\$101.00	\$104.03	\$107.15	\$110.37	\$113.68	\$116.76
<b>G-IT-70-890</b>	SENIOR DATABASE ENGINEER	\$101.00	\$104.03	\$107.15	\$110.37	\$113.68	\$116.76
<b>G-IT-70-900</b>	SENIOR FINANCIAL MANAGER	\$112.88	\$116.26	\$119.75	\$123.34	\$127.04	\$130.47
<b>G-IT-70-910</b>	SENIOR INFORMATION ASSURANCE ANALYST	\$136.64	\$140.74	\$144.96	\$149.31	\$153.79	\$157.95
<b>G-IT-70-920</b>	SENIOR INFORMATION ASSURANCE ENGINEER	\$160.41	\$165.22	\$170.18	\$175.29	\$180.55	\$185.44
<b>G-IT-70-930</b>	SENIOR INSTALLATION TECHNICIAN	\$68.94	\$71.01	\$73.14	\$75.33	\$77.59	\$79.69
<b>G-IT-70-940</b>	SENIOR INTRANET/EXTRANET/INTERNET SITE DEVELOP/ENGINEER	\$124.76	\$128.51	\$132.36	\$136.33	\$140.42	\$144.22
<b>G-IT-70-950</b>	SENIOR MANAGEMENT ANALYST	\$124.76	\$128.51	\$132.36	\$136.33	\$140.42	\$144.22
<b>G-IT-70-960</b>	SENIOR NETWORK ENGINEER	\$79.41	\$81.80	\$84.25	\$86.78	\$89.38	\$91.80
<b>G-IT-70-970</b>	SENIOR NETWORK TECHNICIAN	\$56.96	\$58.67	\$60.43	\$62.24	\$64.11	\$65.84
<b>G-IT-70-980</b>	SENIOR NETWORK/SYSTEM SECURITY ENGINEER	\$160.41	\$165.22	\$170.18	\$175.29	\$180.55	\$185.44
<b>G-IT-70-990</b>	SENIOR PROGRAM MANAGER	\$92.19	\$94.95	\$97.80	\$100.73	\$103.76	\$106.56
<b>G-IT-70-1000</b>	SENIOR QUALITY ASSURANCE MANAGER	\$101.00	\$104.03	\$107.15	\$110.37	\$113.68	\$116.76
<b>G-IT-70-1010</b>	SENIOR SOFTWARE CONSULTANT	\$93.10	\$95.89	\$98.77	\$101.73	\$104.79	\$107.62
<b>G-IT-70-1020</b>	SENIOR SYSTEM ARCHITECT	\$123.32	\$127.02	\$130.83	\$134.76	\$138.80	\$142.56
<b>G-IT-70-1030</b>	SENIOR SYSTEM ENGINEER	\$65.13	\$67.08	\$69.09	\$71.17	\$73.30	\$75.28
<b>G-IT-70-1040</b>	SENIOR SYSTEMS CONSULTANT	\$97.76	\$100.69	\$103.71	\$106.82	\$110.03	\$113.00
<b>G-IT-70-1050</b>	SENIOR TECHNICAL DESIGN ENGINEER	\$71.99	\$74.15	\$76.37	\$78.66	\$81.02	\$83.21
<b>G-IT-70-1060</b>	SENIOR TELECOM ENGINEER	\$101.00	\$104.03	\$107.15	\$110.37	\$113.68	\$116.76
<b>G-IT-70-1070</b>	SENIOR TRAINING SPECIALIST	\$77.23	\$79.55	\$81.93	\$84.39	\$86.92	\$89.27
<b>G-IT-70-1080</b>	SENIOR TRANSCRIPTIONIST	\$40.95	\$42.18	\$43.45	\$44.75	\$46.09	\$47.34
<b>G-IT-70-1090</b>	SOFTWARE CONSULTANT	\$90.36	\$93.07	\$95.86	\$98.74	\$101.70	\$104.45



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<b>G-IT-70-1100</b>	Software Engineer I	\$108.00	\$111.24	\$114.58	\$118.01	\$121.55	\$124.84
<b>G-IT-70-1110</b>	Software Engineer III	\$140.30	\$144.51	\$148.85	\$153.31	\$157.91	\$162.18
<b>G-IT-70-1120</b>	Software Tester II	\$86.72	\$89.32	\$92.00	\$94.76	\$97.60	\$100.24
<b>G-IT-70-1130</b>	Software Tester III	\$102.98	\$106.07	\$109.25	\$112.53	\$115.91	\$119.04
<b>G-IT-70-1140</b>	SR CUSTOMER SUPPORT REPRESENTATIVE	\$42.81	\$44.09	\$45.41	\$46.78	\$48.18	\$49.48
<b>G-IT-70-1150</b>	Subject Matter Expert	\$196.98	\$202.89	\$208.97	\$215.24	\$221.70	\$227.69
<b>G-IT-70-1160</b>	SUBJECT MATTER EXPERT (FUNCTIONAL) 1	\$129.81	\$133.71	\$137.72	\$141.85	\$146.10	\$150.05
<b>G-IT-70-1170</b>	SUBJECT MATTER EXPERT (FUNCTIONAL) 2	\$166.35	\$171.34	\$176.48	\$181.77	\$187.22	\$192.28
<b>G-IT-70-1180</b>	SUBJECT MATTER EXPERT (FUNCTIONAL) 3	\$201.99	\$208.05	\$214.29	\$220.72	\$227.35	\$233.50
<b>G-IT-70-1190</b>	SUBJECT MATTER EXPERT (FUNCTIONAL) 4	\$231.70	\$238.65	\$245.81	\$253.18	\$260.78	\$267.83
<b>G-IT-70-1200</b>	SUBJECT MATTER EXPERT (FUNCTIONAL) 5	\$259.62	\$267.41	\$275.43	\$283.70	\$292.21	\$300.12
<b>G-IT-70-1210</b>	SUBJECT MATTER EXPERT (TECHNICAL) 1	\$129.81	\$133.71	\$137.72	\$141.85	\$146.10	\$150.05
<b>G-IT-70-1220</b>	SUBJECT MATTER EXPERT (TECHNICAL) 2	\$166.35	\$171.34	\$176.48	\$181.77	\$187.22	\$192.28
<b>G-IT-70-1230</b>	SUBJECT MATTER EXPERT (TECHNICAL) 3	\$201.99	\$208.05	\$214.29	\$220.72	\$227.35	\$233.50
<b>G-IT-70-1240</b>	SUBJECT MATTER EXPERT (TECHNICAL) 4	\$231.70	\$238.65	\$245.81	\$253.18	\$260.78	\$267.83
<b>G-IT-70-1250</b>	SUBJECT MATTER EXPERT (TECHNICAL) 5	\$259.62	\$267.41	\$275.43	\$283.70	\$292.21	\$300.12
<b>G-IT-70-1260</b>	SYSTEM ANALYST	\$68.94	\$71.01	\$73.14	\$75.33	\$77.59	\$79.69
<b>G-IT-70-1270</b>	SYSTEM ARCHITECT	\$104.02	\$107.14	\$110.35	\$113.67	\$117.08	\$120.25
<b>G-IT-70-1280</b>	SYSTEM CONSULTANT	\$85.29	\$87.85	\$90.49	\$93.20	\$96.00	\$98.60
<b>G-IT-70-1290</b>	SYSTEM ENGINEER	\$257.30	\$265.02	\$272.97	\$281.16	\$289.60	\$297.43
<b>G-IT-70-1300</b>	SYSTEMS ENGINEER	\$140.60	\$144.81	\$149.16	\$153.63	\$158.24	\$162.52
<b>G-IT-70-1310</b>	Systems Engineer I	\$108.00	\$111.24	\$114.58	\$118.01	\$121.55	\$124.84
<b>G-IT-70-1320</b>	Systems Engineer III	\$140.31	\$144.52	\$148.86	\$153.33	\$157.93	\$162.21



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G-IT-70-1330	Systems Security Specialist I	\$112.67	\$116.05	\$119.53	\$123.11	\$126.81	\$130.24
G-IT-70-1340	TASK MANAGER	\$101.88	\$104.93	\$108.08	\$111.32	\$114.66	\$117.76
G-IT-70-1350	TEAM LEADER	\$69.00	\$71.07	\$73.20	\$75.40	\$77.66	\$79.76
G-IT-70-1360	TECHNICAL EDITOR	\$54.18	\$55.80	\$57.48	\$59.20	\$60.98	\$62.63
G-IT-70-1370	TECHNICAL WRITER	\$61.79	\$63.64	\$65.55	\$67.52	\$69.54	\$71.42
G-IT-70-1380	Technical Writer I	\$60.68	\$62.50	\$64.38	\$66.31	\$68.30	\$70.15
G-IT-70-1390	Technical Writer III	\$85.38	\$87.94	\$90.58	\$93.30	\$96.10	\$98.70
G-IT-70-1400	TELECOM ENGINEER	\$89.12	\$91.79	\$94.54	\$97.38	\$100.30	\$103.01
G-IT-70-1410	TEST MANAGER	\$93.73	\$96.54	\$99.44	\$102.42	\$105.49	\$108.34
G-IT-70-1420	TEST SPECIALIST	\$86.30	\$88.89	\$91.56	\$94.31	\$97.14	\$99.77
G-IT-70-1430	TEST TECHNICIAN	\$64.13	\$66.05	\$68.03	\$70.07	\$72.18	\$74.13
G-IT-70-1440	TRAINER	\$59.41	\$61.19	\$63.03	\$64.92	\$66.87	\$68.68
G-IT-70-1450	TRAINING MANAGER	\$89.12	\$91.79	\$94.54	\$97.38	\$100.30	\$103.01
G-IT-70-1460	TRAINING SPECIALIST	\$65.35	\$67.31	\$69.33	\$71.41	\$73.56	\$75.55
G-IT-70-1470	Training Specialist III	\$104.07	\$107.20	\$110.41	\$113.72	\$117.14	\$120.31
G-IT-70-1480	TRANSCRIPTIONIST	\$34.03	\$35.05	\$36.10	\$37.19	\$38.30	\$39.34

### Labor Category Descriptions

#### DIRECTOR OF PROGRAMS

Capabilities/Duties: Demonstrated experience and ability to direct multiple IT systems development life cycle (SDLC) efforts such as: design, development, integration, testing, training, deployment, operation and/or maintenance. Must be capable of independently leading programs that involve the successful management of teams composed of data processing and



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other information management professionals who have been involved in analysis, design, integration, testing, documenting, converting, extending, and implementing automated information systems. Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Ability and authority to establish and alter (as necessary) vendor management structure to direct effective contract support activities.

#### NETWORK CONSULTANT

Capabilities/Duties: Demonstrated experience and ability to oversee and orchestrate IT systems development life cycle (SDLC) efforts such as: design, development, integration, testing, training, deployment, operation and/or maintenance. Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects, including assessment of staff and expenditure of ODCs. Demonstrates writing and oral communication skills.

#### SENIOR SYSTEMS CONSULTANT

Capabilities/Duties: Demonstrated experience and ability to directly supervise an individual IT systems development life cycle (SDLC) task such as: design, development, integration, testing, training, deployment, operation and/or maintenance. Performs day-to-day management of assigned tasks, working with other data processing or information system and management professionals. Demonstrates proven skills in those technical areas addressed by the task to be managed. Plans, organizes, coordinates and executes all activities associated with assigned task. Demonstrates writing and oral communication skills.

#### SENIOR SOFTWARE CONSULTANT

Capabilities/Duties: Demonstrated experience and ability to direct multiple advanced technology design, development, integration, testing, training, deployment, operation and/or maintenance efforts. Must be capable of independently leading programs that involve the successful management of teams composed of highly specialized technical professionals who have been involved in analysis, prototyping, design, integration, testing, documenting, converting, extending, and implementing high technology systems. Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel

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at multiple locations. Organizes, directs, and coordinates the planning and production of highly technical contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) vendor management structure to direct effective contract support activities.

### SENIOR PROGRAM MANAGER

Capabilities/Duties: Demonstrated experience and ability to oversee and orchestrate advanced technology system design, development, integration, testing, training, deployment, operation and/or maintenance efforts. Performs day-to-day management of assigned delivery order projects that involve teams of highly specialized technical professionals who are involved in analyzing, prototyping, designing, integrating, testing, documenting, converting, extending, and implementing automated information systems. Demonstrates proven skills in highly technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects, including assessment of staff and expenditure of ODCs. Demonstrates writing and oral communication skills.

### SOFTWARE CONSULTANT

Capabilities/Duties: Demonstrated experience and ability to manage individual advanced technology system design, prototyping, development, integration, testing, training, deployment, operation and/or maintenance tasks. Ability to present system designs for user approval at formal reviews. Ability to perform configuration management, software integration, and interpretation of software test results, as well as recommending solutions for unsatisfactory test results. Ability to provide solutions to identified software problem reports. Performs day-to-day management of highly technical tasks, working with other data processing or information system and management professionals. Demonstrates proven skills in the advanced technology areas addressed by the task to be managed. Plans, organizes, coordinates and executes all activities associated with assigned task. Demonstrates writing and oral communication skills.

### PROGRAM MANAGER

Capabilities/Duties: Demonstrated experience and ability to independently prepare and analyze financial statements, develop highly complex project schedules, recommend and utilize cost accounting and labor-reporting systems, and manage multiple contracts and subcontracts. Demonstrated experience and ability to use spreadsheets and complex project management tools and systems to track deliverables, financial transactions, and management information. Ability to manage financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, establishes and maintains master contract files,



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prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares projections for all active contract task orders.

### SYSTEM CONSULTANT

Capabilities/Duties: Demonstrated experience and ability to prepare and analyze financial statements, develop project schedules, utilize cost accounting and labor-reporting systems, and manage contracts and/or subcontracts with minimal oversight. Demonstrated experience and ability to use spreadsheets and project management tools to track deliverables, financial transactions, and management information. Manages financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, maintains master contract files, prepares and monitors status of all deliverables, tracks the value of contracts, and reports payment of government fees. Updates task reports with funding information and prepares revenue projections for all active contract task orders.

### SENIOR NETWORK ENGINEER

Capabilities/Duties: Demonstrated ability to supervise or lead a team of cost/junior analysts. Ability to satisfy all cost analysis activities. Demonstrated experience and ability to independently apply common investment analysis practices including Life Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis and Business Case Analysis. Demonstrated experience and ability to interpret and apply principles of Office of Management and Budget and Department of Defense cost estimating circulars including DoD 5000. Demonstrated experience and ability to apply cost estimating tools such as SEER, ACE-IT or their methodologies to required cost estimation tasks. Responsible for reporting status of cost analysts/estimating activities to the Program Manager.

### NETWORK ENGINEER 2

Capabilities/Duties: Demonstrated experience and ability to apply cost analysis techniques with minimal oversight. Satisfies all Junior Cost Analyst capabilities. Capable of conducting common investment analysis, including: Life Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis and Business Case Analysis. Demonstrated experience and ability to apply guidance found in Office of Management and Budget and Department of Defense cost estimating circulars including DoD 5000. Demonstrated experience and ability to use common cost estimating tools.



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#### PROJECT MANAGER Analyst

Capabilities/Duties: Ability to perform supervised collection and analysis of data organizing it in a standard work breakdown structure. Demonstrated experience and ability to use cost methodologies and cost modeling applications, including spreadsheets. Demonstrated ability to apply basic principles of cost analysis such as time value of money, net present value, real US nominal dollars and other common cost estimating practices.

#### SENIOR TECHNICAL DESIGN ENGINEER /Senior Financial Manager

Capabilities/Duties: Demonstrated experience and ability to supervise or lead a team of financial management professionals. Demonstrated experience and ability to interpret and apply Federal financial regulations and accounting systems requirements. Serves as a leader ensuring that a group of financial management professionals are working in concert with automated complex business practices within the time frame specified by the customer and that all of the requirements are met. Can present material before outside authorities for the client and/or prepare Program Managers for briefings and presentations. Able to evaluate and recommend metrics such as activity/event based costing, and other financial management options. Demonstrated experience and ability to conduct complex business case analysis and detailed financial assessment of outsourcing requirements.

#### TEAM LEADER /financial Manager

Capabilities/Duties: Demonstrated experience and ability to apply Federal financial guidelines and accounting rules and principles with minimal oversight. Demonstrated experience and ability to work with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement). Demonstrated experience and ability to assess products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Demonstrated experience and ability to grasp interrelationships between financial management requirements and automated solutions in place or contemplated. Prepares milestone documentation and presentations for senior managers and colleagues.

#### . SENIOR SYSTEM ENGINEER

Capabilities/Duties: Ability to understand general business operations and follow general financial guidelines and accounting rules. Under supervision, must be able to assess products and procedures for compliance with government standards and sound financial management principles. Ability to differentiate and work with various appropriations (e.g., O&M and Procurement). Ability to understand and comply with government standards, accounting



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principles, and system application standards. Maintains basic financial records and files. Prepares simple financial reports and routine presentations.

#### . NETWORK ENGINEER 1/ Management Analyst

Capabilities/Duties: Demonstrated experience and ability to lead or supervise a team of specialists and other management staff to incorporate requirements into new or existing information management systems. Ability to assess and apply multiple organizational, and management improvement techniques in a government or commercial environment.

Demonstrated ability to conduct and participate in formal and informal reviews at pre-determined points throughout the project life cycle. Demonstrated ability to analyze client needs to determine systems requirements as they apply to the client's management systems. Ability to review client requirements and participate in client problem-solving and in the recommendation process. Ability to identify best practices and apply enterprise-wide process re-engineering, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Ability to apply process improvement and re-engineering methodologies and principles. Ability to create and assess performance measurements. Ability to communicate effectively orally or in writing.

#### SENIOR NETWORK TECHNICIAN / Analyst

Capabilities/Duties: Demonstrated experience and ability to apply multiple organizational, and management improvement techniques in a government or commercial environment. Ability to identify best practices and apply change management, organizational development, activity and data modeling, or information system development methods and practices with minimal oversight. Ability to support and participate in formal and informal reviews at pre-determined points throughout the project life cycle. Ability to apply process improvement and re-engineering methodologies and principles. Ability to create and assess performance measurements. Ability to participate in client problem-solving and in the recommendation development process. Ability to communicate effectively orally or in writing.

#### COMMUNICATION SPECIALIST / Assurance Manager

Demonstrated experience and ability to supervise or lead a team of Quality Assurance specialists in applying quality control/quality assurance management procedures, including implementing a program of reporting, tracking and analyzing key metrics, monitoring quality procedures and participating in software reviews and testing. Demonstrated experience and ability to evaluate, recommend, and use software engineering processes and methodologies. Demonstrated experience and ability to determine and apply the latest commercial products and procedures for identifying software errors and evaluating software quality and efficiency. Demonstrated experience and



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ability to interpret and apply Government regulations, manuals, and standards relating to quality assurance. Ability to determine the resources required for quality control. Ability to maintain the level of quality throughout the software and system life cycle. Ability to develop and present software and system quality assurance plans. Ability to conduct formal and informal reviews at predetermined points throughout the development life cycle. Duties include independently developing and implementing a complex program of reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, evaluating system quality and efficiency, and may include Quality Assurance Team supervision.

#### SYSTEM ENGINEER 2

Capabilities/Duties: Demonstrated experience and ability to apply quality control/quality assurance management procedures, including implementing a program of reporting, tracking and analyzing key software metrics, monitoring quality procedures and participating in software reviews and testing with minimal oversight. Demonstrated experience and ability to use software engineering processes and methodologies. Demonstrated experience and ability to apply the latest commercial products and procedures for identifying software errors and evaluating software quality and efficiency. Demonstrated experience and ability to interpret and apply Government regulations, manuals, and standards relating to quality assurance. Ability to determine the resources required for quality control. Ability to maintain the level of quality throughout the software life cycle. Ability to develop and present software quality assurance plans. Ability to conduct formal and informal reviews at predetermined points throughout the development life cycle. Duties include independently developing and implementing a program of reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, evaluating system quality and efficiency, and participating in system reviews and testing.

#### NETWORK TECHNICIAN / Quality Assurance Technician

Capabilities/Duties: Ability to apply supervised quality control/quality assurance management procedures, including tracking and analyzing key software metrics, monitoring quality procedures and participating in software reviews and testing in a supervised setting. Ability to interpret and apply Government regulations, manuals, and standards relating to quality assurance. Ability to evaluate software and associated documentation. Ability to participate in formal and informal reviews to determine quality and in the development of software quality assurance plans. Ability to examine and evaluate the SQA process and recommend enhancements and modifications. Ability to develop quality standards. Duties include reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, and evaluating system quality, efficiency and testing.



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### DESIGN ANALYST /System Security Manager

Capabilities/Duties: Demonstrated ability to manage a Network Security Team, and direct and implement the necessary controls and procedures to cost-effectively protect information network and system assets from intentional or inadvertent modification, disclosure or destruction. Provides guidance and direction to other functional units for the physical protection of information system assets. Provides reports to superiors regarding effectiveness of data security and makes recommendations for the adoption of new procedures. Assigns work to subordinates and monitors performance.

### PROJECT ANALYST /System Security Engineer

Capabilities/Duties: Ability to analyze and define highly specialized security requirements for networks and computer systems, which may include LANs, WANs mainframes, workstations, and personal computers. Ability to use a variety of security techniques, technologies, and tools to design, develop, and implement security solutions into highly sensitive computer systems and networks. Responsible for integration and implementation of the computer system security solution. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Fully participates in all phases of the systems lifecycle including requirements gathering, preliminary and final design, systems development, integration and testing. Directs or performs vulnerability and risk analysis, and participates in a variety of computer security penetration studies during all phases of the system development life cycle.

### SR CUSTOMER SUPPORT REPRESENTATIVE /System Security Engineer

Capabilities/Duties: Demonstrated ability to independently perform complex security analysis of existing systems for compliance with security requirements. Ability to use a variety of security techniques, technologies, and tools to develop, integrate, and implement security solutions into highly sensitive computer systems and networks. Ability to perform vulnerability and risk analysis, and participate in a variety of computer security penetration studies. Analyzes and defines security requirements for computer systems, which may include mainframes, workstations, and personal computers. Designs, develops, and implements solutions to meet security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Participates in most phases of the systems lifecycle including preliminary and final design, systems development, integration and testing.



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### CUSTOMER SUPPORT REPRESENTATIVE Network/System Security Engineer

Capabilities/Duties: Ability to perform supervised security analysis of existing systems for compliance with security requirements in a supervised setting. Ability to use a variety of common security techniques, technologies, and tools to implement security solutions in computer systems and networks. Participates in some phases of the systems lifecycle including systems development, integration and testing. Assists in computer security penetration studies. Analyzes and documents security requirements for computer systems, which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements common solutions to security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security.

### SYSTEMS ENGINEER 1/Assurance Engineer

Capabilities/Duties: Demonstrated ability to apply a set of disciplines for planning, analyzing, and designing information systems enterprise-wide or across a major sector of the enterprise. Ability to develop and apply analytical and computational techniques and methodology for problem solutions. Ability to independently develop and recommend technical solutions to support client requirements in solving moderate to highly complex network, platform, and system security problems. Ability to apply analytical and engineering solutions based on federal and industry INFOSEC policies, doctrine, and regulations. Ability to conduct secure system engineering and development, including system/security requirements analysis and secure system definition and specification development of INFOSEC policies and procedures utilizing technical and analytical skills. Ability to design test beds of advanced INFOSEC hardware and software solutions.

### PROJECT ADMINISTRATOR /Assurance Engineer

Capabilities/Duties: Demonstrated ability to develop technical solutions to support client requirements in solving moderately complex network, platform, and system security problems. Ability to apply activity and data modeling transaction flow analysis; internal control and risk analysis; modern business methods; and performance measurement techniques. Ability to assist in establishing standards for information system procedures. Ability to develop and apply organization-wide information models for use in designing and building integrated, shared software and database management systems. Ability to conduct secure system engineering and development, including system/security requirements analysis and secure system definition. Also may design test beds of advanced hardware and software solutions.



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#### Commercial Job Title: Task Manager

**Functional Responsibilities:** Provides general task management services. For IT tasks, provides demonstrated experience and ability to directly supervise an individual IT systems development life cycle (SDLC) task such as: design, development, integration, testing, training, deployment, operation and/or maintenance. Performs day-to-day management of assigned tasks, working with other data processing or information system and management professionals. Demonstrates proven skills in those technical areas addressed by the task to be managed. Plans, organizes, coordinates and executes all activities associated with assigned task. Demonstrates writing and oral communication skills.

- **Minimum/General Experience:** Has a minimum of three (3) years of business and technical management experience with at least two (2) years experience in a management position.
- **Minimum Education:** Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent.

#### Commercial Job Title: Advanced Technology Program Manager

**Functional Responsibilities:** Demonstrated experience and ability to direct multiple advanced technology design, development, integration, testing, training, deployment, operation and/or maintenance efforts. Must be capable of independently leading programs that involve the successful management of teams composed of highly specialized technical professionals who have been involved in analysis, prototyping, design, integration, testing, documenting, converting, extending, and implementing high technology systems. Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of highly technical contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) vendor management structure to direct effective contract support activities.

- **Minimum/General Experience:** Has a minimum of seven (7) years of business and technical management experience with at least three (3) years experience in a management position.
- **Minimum Education:** Bachelor of Arts or Bachelor of Science in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent.



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#### Commercial Job Title: Advanced Technology Project Manager

Functional Responsibilities: Demonstrated experience and ability to oversee and orchestrate advanced technology system design, development, integration, testing, training, deployment, operation and/or maintenance efforts. Performs day-to-day management of assigned delivery order projects that involve teams of highly specialized technical professionals who are involved in analyzing, prototyping, designing, integrating, testing, documenting, converting, extending, and implementing automated information systems. Demonstrates proven skills in highly technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects, including assessment of staff and expenditure of ODCs. Demonstrates writing and oral communication skills.

- Minimum/General Experience: Has a minimum of five (5) years of business and technical management experience with at least two (2) years experience in a management position.
- Minimum Education: Bachelor of Arts or Bachelor of Science in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent.

#### Commercial Job Title: Advanced Technology Task Manager

Functional Responsibilities: Demonstrated experience and ability to manage individual advanced technology system design, prototyping, development, integration, testing, training, deployment, operation and/or maintenance tasks. Ability to present system designs for user approval at formal reviews. Ability to perform configuration management, software integration, and interpretation of software test results, as well as recommending solutions for unsatisfactory test results. Ability to provide solutions to identified software problem reports. Performs day-to-day management of highly technical tasks, working with other data processing or information system and management professionals. Demonstrates proven skills in the advanced technology areas addressed by the task to be managed. Plans, organizes, coordinates and executes all activities associated with assigned task. Demonstrates writing and oral communication skills.

- Minimum/General Experience: Has a minimum of three (3) years of business and technical management experience with at least two (2) years experience in a management position.
- Minimum Education: Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent.



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#### Commercial Job Title: Senior Cost Analyst

Functional Responsibilities: Demonstrated ability to supervise or lead a team of cost/junior analysts. Ability to satisfy all cost analysis activities. Demonstrated experience and ability to independently apply common investment analysis practices including Life Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis and Business Case Analysis. Demonstrated experience and ability to interpret and apply principles of Office of Management and Budget and Department of Defense cost estimating circulars including DoD 5000 for DoD related contracts. Demonstrated experience and ability to apply cost estimating tools such as SEER, ACE-IT or their methodologies to required cost estimation tasks. Responsible for reporting status of cost analysts/estimating activities to the Program Manager.

- Minimum/General Experience: Has a minimum of three (3) years of business and technical management experience with at least three (2) years experience in a management position.
- Minimum Education: Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent.

#### Commercial Job Title: Cost Analyst

Functional Responsibilities: Demonstrated experience and ability to apply cost analysis techniques with minimal oversight. Satisfies all Junior Cost Analyst capabilities. Capable of conducting common investment analysis, including: Life Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis and Business Case Analysis. Demonstrated experience and ability to apply guidance found in Office of Management and Budget and Department of Defense cost estimating circulars including DoD 5000 for DoD related contracts. Demonstrated experience and ability to use common cost estimating tools.

- Minimum/General Experience: Has a minimum of three (3) years of business and technical management experience.
- Minimum Education: High School Diploma with preference for Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent.

#### Commercial Job Title: Junior Cost Analyst

Functional Responsibilities: Ability to perform supervised collection and analysis of data organizing it in a standard work breakdown structure. Demonstrated experience and ability to use cost methodologies and cost modeling applications, including spreadsheets. Demonstrated ability

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to apply basic principles of cost analysis such as time value of money, net present value, real US nominal dollars and other common cost estimating practices.

- **Minimum/General Experience:** Has a minimum of two (2) years of business and technical management experience.
- **Minimum Education:** High School Diploma with preference for Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent.

### Commercial Job Title: Senior Financial Manager

**Functional Responsibilities:** Demonstrated experience and ability to supervise or lead a team of financial management professionals. Demonstrated experience and ability to interpret and apply Federal financial regulations and accounting systems requirements. Serves as a leader ensuring that a group of financial management professionals are working in concert with automated complex business practices within the time frame specified by the customer and that all of the requirements are met. Can present material before outside authorities for the client and/or prepare Program Managers for briefings and presentations. Able to evaluate and recommend metrics such as activity/event based costing, and other financial management options. Demonstrated experience and ability to conduct complex business case analysis and detailed financial assessment of outsourcing requirements.

- **Minimum/General Experience:** Has a minimum of five (5) years of business and technical management experience, with a minimum of three (3) years management experience.
- **Minimum Education:** Bachelors of Arts or Sciences in Accounting, Finance, Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree preferred.

### Commercial Job Title: Financial Manager

**Functional Responsibilities:** Demonstrated experience and ability to apply Federal financial guidelines and accounting rules and principles with minimal oversight. Demonstrated experience and ability to work with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement). Demonstrated experience and ability to assess products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Demonstrated experience and ability to grasp interrelationships between financial management requirements and automated solutions in place or contemplated. Prepares milestone documentation and presentations for senior managers and colleagues.

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- **Minimum/General Experience:** Has a minimum of three (3) years of business and technical management experience
- **Minimum Education:** Associates of Arts or Sciences in Accounting, Finance, Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree preferred.

### Commercial Job Title: Junior Financial Manager

**Functional Responsibilities:** Ability to understand general business operations and follow general financial guidelines and accounting rules. Under supervision, must be able to assess products and procedures for compliance with government standards and sound financial management principles. Ability to differentiate and work with various appropriations (e.g., O&M and Procurement). Ability to understand and comply with government standards, accounting principles, and system application standards. Maintains basic financial records and files. Prepares simple financial reports and routine presentations.

- **Minimum/General Experience:** Has a minimum of two (2) years of business and technical experience
- **Minimum Education:** Associates of Arts or Sciences in Accounting, Finance, Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree preferred.

### Commercial Job Title: Senior Management Analyst

**Functional Responsibilities:** Demonstrated experience and ability to lead or supervise a team of specialists and other management staff to incorporate requirements into new or existing information management systems. Ability to assess and apply multiple organizational, and management improvement techniques in a government or commercial environment. Demonstrated ability to conduct and participate in formal and informal reviews at pre-determined points throughout the project life cycle. Demonstrated ability to analyze client needs to determine systems requirements as they apply to the client's management systems. Ability to review client requirements and participate in client problem-solving and in the recommendation process. Ability to identify best practices and apply enterprise-wide process re-engineering, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Ability to apply process improvement and re-engineering methodologies and principles. Ability to create and assess performance measurements. Ability to communicate effectively orally or in writing.



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- **Minimum/General Experience:** Has a minimum of five (5) years of business and technical management experience, with a minimum of two (2) years management experience.
- **Minimum Education:** Bachelors of Arts or Sciences in Management, Accounting, Finance, Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree preferred.

#### Commercial Job Title: Management Analyst

**Functional Responsibilities:** Demonstrated experience and ability to apply multiple organizational, and management improvement techniques in a government or commercial environment. Ability to identify best practices and apply change management, organizational development, activity and data modeling, or information system development methods and practices with minimal oversight. Ability to support and participate in formal and informal reviews at pre-determined points throughout the project life cycle. Ability to apply process improvement and re-engineering methodologies and principles. Ability to create and assess performance measurements. Ability to participate in client problem-solving and in the recommendation development process. Ability to communicate effectively orally or in writing.

- **Minimum/General Experience:** Has a minimum of three (3) years of business and technical management experience.
- **Minimum Education:** Associates of Arts or Sciences in Management, Accounting, Finance, Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree preferred.

#### Commercial Job Title: Senior Quality Assurance Manager

**Functional Responsibilities:** Demonstrated experience and ability to supervise or lead a team of Quality Assurance specialists in applying quality control/quality assurance management procedures, including implementing a program of reporting, tracking and analyzing key metrics, monitoring quality procedures and participating in software reviews and testing. Demonstrated experience and ability to evaluate, recommend, and use software engineering processes and methodologies. Demonstrated experience and ability to determine and apply the latest commercial products and procedures for identifying software errors and evaluating software quality and efficiency. Demonstrated experience and ability to interpret and apply Government regulations, manuals, and standards relating to quality assurance. Ability to determine the resources required for quality control. Ability to maintain the level of quality throughout the software and system life cycle. Ability to develop and present software and system quality assurance plans. Ability to conduct formal and informal reviews at predetermined points throughout the development life



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cycle. Duties include independently developing and implementing a complex program of reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, evaluating system quality and efficiency, and may include Quality Assurance Team supervision.

- **Minimum/General Experience:** Has a minimum of five (5) years of business and technical management experience, with a minimum of two (2) years management experience.
- **Minimum Education:** Bachelors of Arts or Sciences in Management, Accounting, Finance, Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree preferred.

#### Commercial Job Title: Quality Assurance Specialist

**Functional Responsibilities:** Demonstrated experience and ability to apply quality control/quality assurance management procedures, including implementing a program of reporting, tracking and analyzing key software metrics, monitoring quality procedures and participating in software reviews and testing with minimal oversight. Demonstrated experience and ability to use software engineering processes and methodologies. Demonstrated experience and ability to apply the latest commercial products and procedures for identifying software errors and evaluating software quality and efficiency. Demonstrated experience and ability to interpret and apply Government regulations, manuals, and standards relating to quality assurance. Ability to determine the resources required for quality control. Ability to maintain the level of quality throughout the software life cycle. Ability to develop and present software quality assurance plans. Ability to conduct formal and informal reviews at predetermined points throughout the development life cycle. Duties include independently developing and implementing a program of reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, evaluating system quality and efficiency, and participating in system reviews and testing.

- **Minimum/General Experience:** Has a minimum of three (3) years of business and technical management experience.



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- **Minimum Education:** Associates of Arts or Sciences in Management, Accounting, Finance, Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree preferred.

#### Commercial Job Title: Junior Quality Assurance Technician

**Functional Responsibilities:** Ability to apply supervised quality control/quality assurance management procedures, including tracking and analyzing key software metrics, monitoring quality procedures and participating in software reviews and testing in a supervised setting. Ability to interpret and apply Government regulations, manuals, and standards relating to quality assurance. Ability to evaluate software and associated documentation. Ability to participate in formal and informal reviews to determine quality and in the development of software quality assurance plans. Ability to examine and evaluate the SQA process and recommend enhancements and modifications. Ability to develop quality standards. Duties include reporting, tracking, and analyzing key performance based system metrics; and monitoring quality procedures, and evaluating system quality, efficiency and testing.

- **Minimum/General Experience:** Has a minimum of two (2) years of business and technical experience.
- **Minimum Education:** High School Diploma. Associates of Arts or Sciences in Accounting, Finance, Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent, or Bachelors Degree preferred.

#### Commercial Job Title: Senior Network/System Security Engineer

**Functional Responsibilities:** Ability to analyze and define highly specialized security requirements for networks and computer systems, which may include LANs, WANs mainframes, workstations, and personal computers. Ability to use a variety of security techniques, technologies, and tools to design, develop, and implement security solutions into highly sensitive computer systems and networks. Responsible for integration and implementation of the computer system security solution. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Fully participates in all phases of the systems lifecycle including requirements gathering, preliminary and final design, systems development, integration and testing. Directs or performs vulnerability and risk analysis, and participates in a variety of computer security penetration studies during all phases of the system development life cycle.

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- **Minimum/General Experience:** Has a minimum of five (5) years of related technical and management experience, and a minimum of 2 years management experience.
- **Minimum Education:** Associates of Arts or Sciences in Management, Accounting, Finance, Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree and CISSP certification, and other certifications desirable.

### Commercial Job Title: Network/System Security Engineer

**Functional Responsibilities:** Demonstrated ability to independently perform complex security analysis of existing systems for compliance with security requirements. Ability to use a variety of security techniques, technologies, and tools to develop, integrate, and implement security solutions into highly sensitive computer systems and networks. Ability to perform vulnerability and risk analysis, and participate in a variety of computer security penetration studies. Analyzes and defines security requirements for computer systems, which may include mainframes, workstations, and personal computers. Designs, develops, and implements solutions to meet security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Participates in most phases of the systems lifecycle including preliminary and final design, systems development, integration and testing.

- **Minimum/General Experience:** Has a minimum of three (3) years of technical experience.
- **Minimum Education:** Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree preferred, and CISSP or related certification highly desirable.

### Commercial Job Title: Junior Network/System Security Engineer

**Functional Responsibilities:** Ability to perform supervised security analysis of existing systems for compliance with security requirements in a supervised setting. Ability to use a variety of common security techniques, technologies, and tools to implement security solutions in computer systems and networks. Participates in some phases of the systems lifecycle including systems development, integration and testing. Assists in computer security penetration studies. Analyzes and documents security requirements for computer systems, which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements common solutions to security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security.



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- Minimum/General Experience: Has a minimum of two (2) years of technical experience.
- Minimum Education: Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree preferred, and CISSP or related certification highly desirable.

#### Commercial Job Title: Information Assurance Program Manager

Functional Responsibilities: Demonstrated ability to manage a Network Security Team, and direct and implement the necessary controls and procedures to cost-effectively protect information network and system assets from intentional or inadvertent modification, disclosure or destruction. Provides guidance and direction to other functional units for the physical protection of information system assets. Provides reports to superiors regarding effectiveness of data security and makes recommendations for the adoption of new procedures. Assigns work to subordinates and monitors performance.

- Minimum/General Experience: Has a minimum of seven (7) years of related technical and management experience, and a minimum of three (3) years management experience.
- Minimum Education: Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and CISSP certification, and other related network and security certifications highly desirable.

#### Commercial Job Title: Senior Information Assurance Engineer

Functional Responsibilities: Demonstrated ability to apply a set of disciplines for planning, analyzing, and designing information systems enterprise-wide or across a major sector of the enterprise. Ability to develop and apply analytical and computational techniques and methodology for problem solutions. Ability to independently develop and recommend technical solutions to support client requirements in solving moderate to highly complex network, platform, and system security problems. Ability to apply analytical and engineering solutions based on federal and industry INFOSEC policies, doctrine, and regulations. Ability to conduct secure system engineering and development, including system/security requirements analysis and secure system definition and specification development of INFOSEC policies and procedures utilizing technical and analytical skills. Ability to design test beds of advanced INFOSEC hardware and software solutions.

- Minimum/General Experience: Has a minimum of five (5) years of related technical and management experience, and a minimum of 2 years management experience.

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- **Minimum Education:** Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and CISSP certification and other certifications desirable.

### Commercial Job Title: Information Assurance Engineer

**Functional Responsibilities:** Demonstrated ability to develop technical solutions to support client requirements in solving moderately complex network, platform, and system security problems. Ability to apply activity and data modeling transaction flow analysis; internal control and risk analysis; modern business methods; and performance measurement techniques. Ability to assist in establishing standards for information system procedures. Ability to develop and apply organization-wide information models for use in designing and building integrated, shared software and database management systems. Ability to conduct secure system engineering and development, including system/security requirements analysis and secure system definition. Also may design test beds of advanced hardware and software solutions.

- **Minimum/General Experience:** Has a minimum of three (3) years of technical experience.
- **Minimum Education:** Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree preferred, and CISSP or related certification highly desirable.

### Commercial Job Title: Junior Information Assurance Engineer

**Functional Responsibilities:** Ability to implement, with supervision, technical solutions to support client requirements in solving routine network, platform, and system security problems. Ability to assist with secure system engineering, including system/security requirements analysis and secure system definition. Ability to perform process and data modeling in support of the planning and analysis efforts, using automated tools.

- **Minimum/General Experience:** Has a minimum of two (2) years of technical experience.
- **Minimum Education:** Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree preferred, and CISSP or related certification highly desirable.

### Commercial Job Title: Senior Information Assurance Analyst:

**Functional Responsibilities:** Gathers data conducts research and defines security requirements and solutions for applications, systems, networks and sites. Acts as team lead and/or participates in certification and accreditation processes, risk analysis, risk assessment, business impact

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analysis, and/or vulnerability assessments. Acts as team lead and/or participates as a senior team member in product analysis and risk management activities/studies. Presents security deficiencies and appropriate solutions to clients in a clear and concise manner. Provides recommendations to security issues based on knowledge of information assurance products and best practices, and experience in the Information Assurance disciplines.

- Minimum/General Experience: Seven (7) or more years of experience relating to information assurance and/or security disciplines.
- Minimum Education: Undergraduate Degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline and 7 years experience. Acceptable substitution would be an advanced degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline, and/or a recognized certification in the Information Assurance field, plus 4 years of work experience.

### Commercial Job Title: Information Assurance Analyst:

Functional Responsibilities: Gathers data, conducts research and assists with defining security requirements and solutions for applications, systems, networks and sites. Acts as assistant team lead and/or mid-level team member in certification and accreditation processes, risk analysis, risk assessment, business impact analysis, and/or vulnerability assessments. Acts as assistant team lead and/or participates as a mid-level team member in product analysis and risk management activities/studies. Presents security deficiencies and solutions to the team lead for consideration/review. Helps provide recommendations to security issues based on knowledge of information assurance products and best practices, and experience in the Information Assurance disciplines.

- Minimum/General Experience: Three (3) or more years of experience relating to information assurance and/or security disciplines.
- Minimum Education: Undergraduate Degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline and 3 years experience. Acceptable substitution would be an advanced degree in Computer Science, Information Systems, Engineering, Business or other related scientific or technical discipline, and/or a recognized certification in the Information Assurance field, plus 2 years of work experience.

### Commercial Job Title: Junior Information Assurance Analyst:

Functional Responsibilities: Gathers information through various methods. Researches security requirements and possible solutions. Participates as a team member in certification and accreditation processes, risk analysis, risk assessment, business impact analysis, and/or



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vulnerability assessments. Participates in risk management activities. If requested, participates as a team member in product reviews and analysis. Performs as a team member in various activities to identify solutions to solutions within the information assurance disciplines.

- Minimum/General Experience: Three (3) or more months of experience related to Information Assurance and/or security disciplines
- Minimum Education: High School diploma or technical certification or IA training courses and three months experience.

#### Commercial Job Title: Senior Configuration Management Specialist

Functional Responsibilities: Demonstrated ability to lead or supervise a team of configuration management specialists. Demonstrated experience and ability to provide configuration baseline control throughout the life cycle of highly complex information systems as well as component software and hardware elements. Ability to facilitate and advise Configuration Control Boards (CCBs). Ability to maintain allocated, functional and physical baseline control and ability to perform audit support. Able to review all engineering change requests to assess impact upon configuration baseline and logistics support elements. Maintains configuration control records and technical documents. Works closely with quality assurance and management representatives to ensure accurate and well-documented product baseline. Prepares directives for change authorization and implementation.

- Minimum/General Experience: Has a minimum of five (5) years of technical experience, and two (2) years management experience.
- Minimum Education: Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree preferred, and related certification highly desirable.

#### Commercial Job Title: Configuration Management Specialist

Functional Responsibilities: Demonstrated experience and ability to establish and/or maintain a system to record modifications to hardware, software or documentation. Ability to maintain allocated, functional and physical baseline control and ability to perform audit support. Ability to serve as secretary to Configuration Control Boards (CCBs) to help ensure all baseline changes are approved before initiation. Involved in review of engineering change requests to assess impact upon configuration baseline and logistics support elements. Maintains configuration control records and technical documents. Works closely with quality assurance and management representatives to ensure accurate and well-documented product baseline.



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- Minimum/General Experience: Has a minimum of three (3) years of technical experience.
- Minimum Education: Technical degree, or Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree preferred, and related certifications highly desirable.

#### Commercial Job Title: Configuration Management Support Analyst

Functional Responsibilities: Ability to provide configuration baseline control support for component software and hardware elements of information systems. Ability to perform supervised audit support. Able, with supervision, to review engineering change requests and document impact upon configuration baseline and logistics support elements. Assists Configuration Control Boards (CCBs) in ensuring all baseline changes are approved before initiation. Maintains configuration control records and technical documents.

- Minimum/General Experience: Has a minimum of three (3) years of technical experience.
- Minimum Education: Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree preferred, and related certification highly desirable.

#### Commercial Job Title: Test Manager

Functional Responsibilities: Demonstrated experience and ability to supervise a team of test specialists and manage complex, state-of-the-art test programs. Demonstrated experience and ability to translate complex program requirements into testable objectives. Demonstrated ability to analyze and recommend test cycle, test plans, safety reviews, and detailed test objectives. Ability to manage and work effectively with diverse organizations and personalities to execute a successful test program. Ability to apply complex test methodologies and compensate for limitations and restrictions. Must have detailed familiarity with commercial test environments and operating procedures. Ability to develop overall test strategy to include objectives, methodologies, analysis, and schedules. Able to independently assess system performance against stated requirements. Ability to apply test discipline to design a thorough and executable test program. Able to lead analysis efforts to dissect output data, interface with the client, and provide clear results and recommendations.

- Minimum/General Experience: Has a minimum of seven (7) years of related technical and management experience, and a minimum of three (3) years management experience.

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- **Minimum Education:** Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other related certifications desirable.

### Commercial Job Title: Test Specialist

**Functional Responsibilities:** Demonstrated experience and ability to design and execute ADP software tests and evaluate results to ensure compliance with applicable regulations. Ability to prepare test scripts and all required test documentation. Ability to design and prepare all needed test data. Ability to work independently with diverse organizations and personalities to execute a successful test program. Ability to apply test methodologies, accounting for all limitations and restrictions. Ability to support test program manager for complex, state-of-the-art test programs. Ability to clearly write test plans (to include objectives, methodologies, instrumentation requirements, analysis, safety etc) and test procedure documents. Able to conduct analysis of output data, provide results and recommendations. Independently assess system performance against stated requirements. Analyzes internal security within systems. Reviews test results and evaluates for conformance to design.

- **Minimum/General Experience:** Has a minimum of three (3) years of related technical experience.
- **Minimum Education:** Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree and other related certifications desirable.

### Commercial Job Title: Test Technician

**Functional Responsibilities:** Ability to test systems using pre-determined test scripts. Ability to understand the test cycle, test plans, safety reviews, and detailed test results reporting. Able to effectively work, under supervision, with diverse organizations and personalities to support a successful test program. Must have a general understanding of test methodologies. Able to support test program manager for routine components of test programs. Able to clearly write test procedure documents and test results. Able to conduct supervised analysis efforts to dissect output data, provide results and recommendations. Able to assess system performance against stated requirements.

- **Minimum/General Experience:** Has a minimum of three (3) years of related technical experience.



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- **Minimum Education:** Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree and other related certifications desirable.

#### Commercial Job Title: Technical Writer

**Functional Responsibilities:** Demonstrated experience and ability to write a wide assortment of technical documents. Demonstrated experience and ability to plan, develop, maintain, rewrite, and produce computer software/systems related documentation including tailoring style and readability to user requirements. Ability to assist programmers and engineers in developing on-line documentation. Collects and organizes information for preparation of user manuals, training materials, installation guides, proposals, and reports. Writes reports, documentation (e.g., system specifications, operator manuals, reference manuals, and pamphlets) for information management systems and new releases of technical material; applying word processing, graphics and audio visual communications techniques for technical or scientific subject matter; and assisting programmers and engineers in developing on-line documentation.

- **Minimum/General Experience:** Has a minimum of three (3) years of related technical experience.
- **Minimum Education:** Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree and other related certifications desirable.

#### Commercial Job Title: Technical Editor

**Functional Responsibilities:** Able to accurately edit and format documents, including technical documents, functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Demonstrated experience and ability to work independently or under only general direction.

- **Minimum/General Experience:** Has a minimum of three (3) years of related technical experience.
- **Minimum Education:** Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree and other related certifications desirable.

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### Commercial Job Title: Graphics Illustrator

Functional Responsibilities: Demonstrated experience and ability to create graphic design, artwork and documentation layout and augment existing documents with value-added visuals, including on-line, interactive, Internet and World Wide Web documents. Demonstrated ability to apply creativity and resourcefulness and the regular use of independent judgment when interfacing with customers and staff. Ability to apply a wide variety of software tools to resolve complex design problems.

- Minimum/General Experience: Has a minimum of three (3) years of related technical experience.
- Minimum Education: Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree and other related certifications desirable.

### Commercial Job Title: Research Analyst

Functional Responsibilities: Demonstrated experience and ability to analyze existing and potential information from a wide variety of sources. Ability to quickly and accurately conduct internet searches. Ability to collate information into meaningful reports and presentation material. Ability to organize and maintain technical information in a systems library.

- Minimum/General Experience: Has a minimum of three (3) years of related technical experience.
- Minimum Education: Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree and other related certifications desirable.

### Commercial Job Title: Senior BPR Specialist

Functional Responsibilities: Demonstrated experience and ability to lead or supervise a team of business process reengineering specialists. Ability to apply facilitation techniques, training, methodology development and evaluation across all phases of the modernization and improvement project. Ability to identify and recommend best practices, change management and business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Ability to apply process improvement and reengineering methodologies and principles to conduct process modernization projects. Ability to effectively transition existing project and project teams, and facilitate project teams in



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the accomplishment of project activities and objectives. Ability to provide group facilitation, interviewing, and training, and provide additional forms of knowledge transfer. Key coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to business process reengineering specialist.

- Minimum/General Experience: Has a minimum of three (3) years of related technical experience.
- Minimum Education: Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree and other related certifications desirable.

#### Commercial Job Title: BPR Specialist

Functional Responsibilities: Demonstrated experience and ability to apply process improvement and reengineering methodologies and principles to conduct process modernization and improvement projects with minimal oversight. Ability to apply training, methodology development and evaluation across all phases of the modernization and improvement project. Ability to identify best practices, change management and business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Ability to support group facilitation, conduct interviews, and training, and additional forms of knowledge transfer. Key coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to business process reengineering specialist.

- Minimum/General Experience: Has a minimum of three (3) years of related technical experience.
- Minimum Education: Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree and other related certifications desirable.

#### Commercial Job Title: Junior BPR Specialist

Functional Responsibilities: Ability to apply process improvement and reengineering methodologies and principles to assist in process modernization and improvement projects in a supervised setting. Able to assist with group facilitation, interviewing, and training, and other forms of knowledge transfer. Duties include supervised activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements.



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- Minimum/General Experience: Has a minimum of two (2) years of related technical experience.
- Minimum Education: Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree and other related certifications desirable.

### Commercial Job Title: Senior Computer Specialist

Functional Responsibilities: Demonstrated ability to lead or supervise a team of specialists in developing, managing, maintaining, and evaluating current state-of-the-art computer hardware, software, and software development tools. Demonstrated ability to determine processes and costs for converting computer systems from one language or machine to another by utilizing compilers, simulators, emulators, and/or language translators and recommend better utilization of operating systems capabilities to improve system efficiency through conversion or migration. Able to evaluate their application in support of specific requirements and interface with other equipment and systems. Ability to determine potential and actual bottlenecks; propose workable recommendations for their elimination; and make recommendations for systems improvements that will result in optimal hardware and software usage.

- Minimum/General Experience: Has a minimum of five (5) years of related technical and management experience, and a minimum of 2 years management experience.
- Minimum Education: Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other certifications desirable.

### Commercial Job Title: Computer Specialist

Functional Responsibilities: Demonstrated ability to convert computer systems from one language or machine to another by utilizing compilers, simulators, emulators, and/or language translators and recommend better utilization of operating systems capabilities to improve system efficiency through conversion or migration – all with minimal oversight. Ability to manage, maintain, and evaluate current state-of-the-art computer hardware, software, and software development tools. Able to evaluate their application in support of specific requirements and interface with other equipment and systems. Ability to determine potential and actual bottlenecks; propose workable recommendations for their elimination; and make

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recommendations for systems improvements that will result in optimal hardware and software usage.

- **Minimum/General Experience:** Has a minimum of three (3) years of related technical experience.
- **Minimum Education:** Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree and other certifications desirable.

### Commercial Job Title: Junior Computer Specialist

**Functional Requirements:** Ability to evaluate state-of-the-art computer hardware and software and its application to support specific requirements and to interface with other equipment and systems. Ability to troubleshoot actual bottlenecks and propose recommendations for their elimination, and make recommendations for system improvements that will result in optimization of development and/or maintenance efforts.

- **Minimum/General Experience:** Has a minimum of three (3) years of related technical experience.
- **Minimum Education:** Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree and other certifications desirable.

### Commercial Job Title: Senior System Architect

**Functional Responsibilities:** Demonstrated ability to lead a team of specialists in developing network, and technical architectures in support of complex and highly sophisticated client/server and mainframe applications. Ability to develop network and technical architectures for complex and highly sophisticated client/server and mainframe applications. Demonstrated ability to develop and execute architecture strategies, feasibility studies, and integration analyses. Ability to supervise and provide guidance in implementing various architectures. Able to independently gather and define the architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate IT organization and project standards.

- **Minimum/General Experience:** Has a minimum of five (5) years of related technical and management experience, and a minimum of 2 years management experience.
- **Minimum Education:** Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other certifications desirable.

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### Commercial Job Title: System Architect

Functional Responsibilities: Demonstrated ability to develop and execute architecture strategies, feasibility studies, and integration analyses with minimal oversight. Demonstrated ability to develop network, and technical architectures for moderate to simple client/server and mainframe applications. Ability to gather and define architecture requirements and ensure that the architectures are compatible and in compliance with the appropriate IT organization and project standards.

- Minimum/General Experience: Has a minimum of three (3) years of related technical experience.
- Minimum Education: Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree and other certifications desirable.

### Commercial Job Title: Systems Analyst

Functional Responsibilities: Demonstrated ability to analyze and evaluate existing systems with minimal oversight, and define problems, data availability, report requirements and system design issues. Ability to develop plans for IT systems from project inception to conclusion. Ability to analyze the problem and the information to be processed, define the problem and develop system requirements and program specifications from which programmers prepare detailed flowcharts, programs, and tests. Analyzes alternate means of deriving input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization. Defines controls, conversion procedures and system implementation plans including user training and orientation. Closely coordinates with programmers to ensure proper implementation of program and system specifications. In conjunction with functional users, develops system alternative solutions.

- Minimum/General Experience: Has a minimum of three (3) years of related technical experience.
- Minimum Education: Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree and other certifications desirable.

### Commercial Job Title: Junior Systems Analyst

Functional Requirements: Ability to assist in research and analysis of existing systems to define problems, data availability and report requirements. Ability to research and analyze requirements



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for information systems from a project's inception to its conclusion. Ability to research required specifications for simple to moderately complex systems. Assists Senior Computer Systems Analyst in preparing input and test data for the proposed system. Analyzes alternate means of deriving input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization.

- Minimum/General Experience: Has a minimum of two (2) years of related technical experience.
- Minimum Education: High School Diploma. Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent; or Bachelors Degree and other certifications desirable.

### Commercial Job Title: Network Administrator

Functional Responsibilities: Demonstrated ability to supervise operations and maintenance activities for voice and data communications networks. Ability to conduct protocol analysis and knowledge of LAN and WAN data communications protocols (TCP/IP, ATM, frame relay, X.400, and X.500). Ability to plan and perform fault management, configuration control, and performance monitoring. Ability to conduct activation, back-up, deactivation, and restart of network resources/services. Ability to evaluate communication hardware and software, troubleshoot LAN/MAN/WAN and other network-related problems. Performs and supervises general voice and data network administration, provides technical leadership in the integration and testing of complex large-scale networks. Schedules network conversions and cutovers. Supervises maintenance of network systems. Coordinates with users, technical team, senior management throughout all network sites.

- Minimum/General Experience: Has a minimum of five (5) years of related technical and management experience, and a minimum of 2 years management experience.
- Minimum Education: Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other technical certifications desirable.

### Commercial Job Title: Senior Telecommunications Engineer

Functional Responsibilities: Demonstrated ability to perform highly complex network engineering tasks and systems studies. Demonstrated ability to perform advanced telecommunications studies, planning, design, development, and modifications of existing of planned voice and data communications network systems and subsystems. Demonstrated ability to direct and/or participate in complex advanced telecommunications studies and comparisons of

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costs, efficiency, and reliability of telecommunications technologies. Demonstrated ability to analyze and compare existing telecommunications systems and subsystems, and make recommendations to increase their scope and performance to meet specific client requirements.

- **Minimum/General Experience:** Has a minimum of five (5) years of related technical and management experience, and a minimum of 2 years management experience.
- **Minimum Education:** Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other technical certifications desirable.

### Commercial Job Title: Telecommunications Engineer

**Functional Responsibilities:** Demonstrated ability to plan, design, develop, test and analyze telecommunications systems. Ability to apply conceptual, development and acquisition processes and pertinent industry standards. Demonstrated ability to install, implement, operate and maintain a wide variety of communications software/protocols. Sample protocols and methodologies include, but are not limited to: Ethernet; the full suite of DDN protocols; the National Bureau of Standards Government Open Systems Interconnection Profile (GOSIP); the International Standards Organization (ISO); Open Systems Interconnection (OSI) seven layer model; IEEE 802 standards; and the Consultative Committee for Telegraphy and Telephony (CCITT) X.25. Demonstrated ability to apply communication transmission technology using broadband, baseband fiber optic, twisted pair, and satellite.

- **Minimum/General Experience:** Has a minimum of three (3) years of related technical experience.
- **Minimum Education:** Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree and other certifications desirable.

### Commercial Job Title: Junior Telecommunications Engineer

**Functional Responsibilities:** Ability to assist in planning, designing, developing, testing and analyzing all types of telecommunications systems. Ability to research appropriate conceptual and development processes and applicable standards. Ability to install, implement, operate and maintain telecommunications software/protocols in a supervised setting.

- **Minimum/General Experience:** Has a minimum of two (2) years of related technical experience.



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- **Minimum Education:** High School Diploma. Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent; or Bachelors Degree and other certifications desirable.

#### Commercial Job Title: Senior Intranet/Extranet/Internet Site Developer/Engineer

**Functional Responsibilities:** Demonstrated ability to lead or direct a team of engineers and other specialists to develop the site concept, interface design, and architecture of the website. Ability to develop successful web strategies. Demonstrated ability to design, develop, troubleshoot, debug, and implement software code (such as HTML, CGI, and JavaScript) in the design and programming of complex Internet/Intranet web applications. Ability to translate applications requirements into the design of complex web sites, including integrating web pages and applications to serve either as stand alone sites or as the front end to web-based applications. Ability to apply new and emerging technologies to the site development process. Performs advanced analysis and is responsible for information architecture and navigational integrity, making decisions on whether applications should be revised or improved.

- **Minimum/General Experience:** Has a minimum of five (5) years of related technical and management experience, and a minimum of 2 years management experience.
- **Minimum Education:** Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other technical certifications desirable.

#### Commercial Job Title: Intranet/Extranet/Internet Site Developer/Engineer

**Functional Responsibilities:** Demonstrated ability to design, develop, troubleshoot, debug, and implement software code (such as HTML, CGI, and JavaScript) for a component of an Intranet/Extranet/Internet website with minimal oversight. Ability to work with engineers and other members of a project team to develop the site concept, interface design, and architecture of the website. Ability to translate applications requirements into the design of complex web sites, including integrating web pages and applications to serve either as stand alone sites or as the front end to web-based applications. Ability to apply new and emerging technologies to the site development process. Ability to apply sound navigational and site-design concepts.

- **Minimum/General Experience:** Has a minimum of three (3) years of related technical experience.



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- Minimum Education: Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree and other certifications desirable.

### Commercial Job Title: Junior Intranet/Extranet/Internet Site Developer/Engineer

Functional Responsibilities: Ability to troubleshoot, debug, and implement software code (such as HTML, CGI, and JavaScript) for a component of an Internet/Intranet website. Ability to work in a supervised setting with engineers and other members of a project team to construct the website. Assists in interface implementation. Ability to apply sound navigational and site-design concepts. Ability to integrate web pages and applications to serve either as stand-alone sites or as the front end to web-based applications.

- Minimum/General Experience: Has a minimum of two (2) years of related technical experience.
- Minimum Education: High School Diploma. Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent; or Bachelors Degree and other certifications desirable.

### Commercial Job Title: Training Manager

Functional Responsibilities: Demonstrated experience and ability to provide daily supervision and direction to a staff of training personnel. Ability to assess training needs and design and manage Information System and/or Automated Data Processing subject matter training classes. Works closely with Government personnel to determine training and scheduling requirements. Responsible for the development, quality and adequacy of course material. Reviews and provides inputs for training documentation. Ability to develop and prepare user and technical documentation and training course materials for computer based training as well as classroom instruction, training instruction, writing and editing technical documents, and knowledge of information systems. Duties may include daily supervision and direction for personnel providing training development and instruction.

- Minimum/General Experience: Has a minimum of seven (7) years of related technical and management experience, and a minimum of three (3) years management experience.
- Minimum Education: Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other related certifications desirable.



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#### Commercial Job Title: Senior Training Specialist

Functional Responsibilities: Demonstrated experience and ability to develop, plan, and provide sophisticated Information System or ADP, end-user training on highly complex computer hardware, application software, new systems, or related procedures. Conducts the research necessary to develop and revise training courses and prepares appropriate training materials. Prepares all course materials (course outline, background material and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

- Minimum/General Experience: Has a minimum of five (5) years of related technical and management experience, and a minimum of 2 years management experience.
- Minimum Education: Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other technical certifications desirable.

#### Commercial Job Title: Training Specialist

Functional Responsibilities: Demonstrated ability to plan and provide Information System or ADP, end-user training on computer hardware, application software, new systems, or training on business process improvements and other procedures with minimal oversight. Demonstrated ability to prepare routine training materials, including workbooks, handouts, completion certificates, and course evaluation forms. Trains personnel by conducting formal classroom courses, workshops, and seminars.

- Minimum/General Experience: Has a minimum of three (3) years of related technical experience.
- Minimum Education: Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree, Masters Degree and other certifications desirable

#### Commercial Job Title: Trainer

Functional Responsibilities: Ability to develop lesson plans and utilize prepared course and student materials for end-user training on computer hardware, application software, new systems, or training on business process improvements and other procedures in a supervised setting. Trains personnel by conducting formal classroom courses, workshops, and seminars.

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- **Minimum/General Experience:** Has a minimum of five (5) years of related technical experience.
- **Minimum Education:** Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other technical certifications desirable.

### Commercial Job Title: Facilitator

**Functional Responsibilities:** Demonstrated experience and ability to provide structure and ensure progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Ability to work closely with diverse group members to enhance team building, communication, interpersonal relations, problem solving, and decision-making. Provides support for task teams involved in quality and process improvement projects.

- **Minimum/General Experience:** Has a minimum of five (5) years of related technical and management experience, and a minimum of 2 years management experience.
- **Minimum Education:** Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other technical certifications desirable.

### Commercial Job Title: Senior Installation Technician

**Functional Responsibilities:** Demonstrated experience and ability to lead or supervise a team of Installation Technicians in support of highly complex client technical areas. Ability to evaluate, analyze, and plan the testing and installation of new or enhanced hardware and software. Ability to configure software interfaces for microcomputers to be used in conjunction with other computer hardware and various systems such as networks, CAD, digitizing devices, etc. Ability to identify and instruct on the resolution of hardware, software or network malfunctions. Ability to provide and instruct on minor hardware maintenance such as board replacement, cable switching, communications, assistance, hardware replacement, installing CRTs, printers, etc. Ability to perform and instruct on preventive maintenance for hardware and software such as equipment cleaning and vacuuming, cable/connection inspection, software virus protection, and configuration integrity.

- **Minimum/General Experience:** Has a minimum of five (5) years of related technical and management experience, and a minimum of 2 years management experience.



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- **Minimum Education:** Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other technical certifications (MCSE, CCNA, etc) highly desirable.

### Commercial Job Title: Help Desk Manager

**Functional Responsibilities:** Demonstrated ability to lead and supervise a team of Help Desk Technicians providing support to end-users. Ability to manage help desk operations in an enterprise network environment. Ability to analyze customer organizational needs and direct the resolution of a wide range of computer problems with comprehensive knowledge of operating systems, servers, and software applications, as well as hardware, printers, network components, and other peripheral components. Ability to track and trend problems and identify value engineering opportunities. Demonstrated ability to effectively communicate orally and in writing.

- **Minimum/General Experience:** Has a minimum of five (5) years of related technical and management experience, and a minimum of 2 years management experience.
- **Minimum Education:** Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other technical certifications (MCSE, CCNA, etc) highly desirable.

### Commercial Job Title: Helpdesk Specialist

**Functional Responsibilities:** Demonstrated ability to assist in the use of software and hardware, servers, printers, network components, and other peripheral components. Ability to teach hardware concepts to customers with little or no background in computers. Ability to conduct component level diagnostics. Demonstrated ability to assist in the use of a variety of business software and operating systems. Ability to develop and maintain documentation for procedures and processes, as well as, maintenance logs and equipment databases. Ability to effectively communicate orally and in writing.

- **Minimum/General Experience:** Has a minimum of three (3) years of related technical experience.

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- **Minimum Education:** Associates of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Bachelors Degree and other technical certifications (MCSE, CCNA, etc) highly desirable.

### Commercial Job Title: Helpdesk Technician

**Functional Responsibilities:** Ability to assist in the use of hardware, servers, printers, business software and operating systems. Ability to resolve general hardware and software problems with customers having little or no background in computers. Ability to conduct component level diagnostics. Ability to maintain documentation for procedures and processes, as well as, maintenance logs and equipment databases. Ability to effectively communicate orally and in writing.

- **Minimum/General Experience:** Has a minimum of two (2) years of related technical experience.
- **Minimum Education:** High School Diploma. Associates or Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent and other technical certifications (MCSE, CCNA, etc) highly desirable.

### Commercial Job Title: Database Manager

**Functional Responsibilities:** Demonstrated experience and ability to lead or supervise at team of specialists in installing, maintaining, upgrading and administering full-featured database management systems and related tools. Demonstrated experience and ability to manage the development of database projects. Ability to plan and budget staff and data resources. Ability to support application developers in planning preparation, load analysis, and backup and recovery of data. Ability to prepare and deliver presentations on DBMS concepts. Ability to provide daily supervision and direction to support staff. Ability to work with other senior technical and user staff to complete projects. Ability to monitor, maintain, upgrade and administer full-featured database management systems such and related tools.

- **Minimum/General Experience:** Has a minimum of seven (7) years of related technical and management experience, and a minimum of 2 years management experience.
- **Minimum Education:** Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other technical certifications (Oracle DBA, MCSE, CCNA, etc) highly desirable.



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#### Commercial Job Title: Senior Database Engineer

Functional Responsibilities: Ability to independently analyze, compile requirements, and develop database solutions for full-featured database systems and related tools. Ability to plan, design, develop, and modify complex databases structures, and database administration tools using current products and programming languages. Ability to work with other senior technical and user staff to complete projects.

- Minimum/General Experience: Has a minimum of five (5) years of related technical and management experience, and a minimum of 2 years management experience.
- Minimum Education: Bachelors of Arts or Sciences in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other technical certifications (Oracle DBA, MCSE, CCNA, etc) highly desirable.

#### Commercial Job Title: Subject Matter Expert (Functional) 5

Functional Responsibilities: Demonstrated experience and ability to confer with client executive management using industry expertise to define the client's strategic enterprise information technology business goals, and advises in the reengineering of high level business processes to meet these goals. Demonstrated experience and ability to analyze extremely complex client requirements and recommend sophisticated development or acquisition strategies. Demonstrated experience and ability to assist client in developing strategic plans and concepts. Demonstrated experience and ability to advise client on the impact of new legislation and emerging technologies that are relevant to their activity. Demonstrated experience and ability to effectively communicate, both orally and in writing.

- Minimum/General Experience: Has a minimum of fifteen (15) years of related technical and minimum of ten (10) years related management experience.
- Minimum Education: Masters Degree in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent; and other related technical certifications highly desirable.

#### Commercial Job Title: Subject Matter Expert (Functional) 4

Functional Responsibilities: Demonstrated experience and ability to confer with senior management using industry expertise to define the client's strategic information technology business goals, and advises in the reengineering of business processes to meet these goals. Demonstrated experience and ability to analyze client requirements and recommend

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development or acquisition strategies. Demonstrated experience and ability to assist client in developing strategies and concepts. Demonstrated experience and ability to advise client on the impact of new legislation or new technologies that are relevant to their activity. Demonstrated experience and ability to effectively communicate, both orally and in writing.

- **Minimum/General Experience:** Has a minimum of twelve (12) years of related technical and minimum of eight (8) years related management experience.
- **Minimum Education:** Masters Degree in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent; and other related technical certifications highly desirable.

### Commercial Job Title: Subject Matter Expert (Functional) 3

**Functional Responsibilities:** Demonstrated experience and ability to provide managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Ability to make recommendations and advise on system-wide improvements, risk management; automation, modeling and simulation, optimization and maintenance efforts in the functional area being addressed.

- **Minimum/General Experience:** Has a minimum of ten (10) years of related technical and minimum of seven (7) years related management experience.
- **Minimum Education:** Bachelors Degree in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other related technical certifications highly desirable.

### Commercial Job Title: Subject Matter Expert (Functional) 2

**Functional Responsibilities:** Demonstrated experience and ability to define the problems and analyze and develop plans and requirements in the subject matter area for moderately complex to complex systems in the subject matter area. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, and modeling, and simulation in the functional area being addressed.

- **Minimum/General Experience:** Has a minimum of eight (8) years of related technical and minimum of five (5) years related management experience.



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- Minimum Education: Bachelors Degree in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other related technical certifications highly desirable.

#### Commercial Job Title: Subject Matter Expert (Functional) 1

Functional Responsibilities: Demonstrated experience and ability to define problems and analyze and develop plans and requirements in the subject matter area for simple to moderately complex systems in the subject matter area. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, and modeling, and simulation in the functional area being addressed.

- Minimum/General Experience: Has a minimum of seven (7) years of related technical and minimum of three (3) years related management experience.
- Minimum Education: Bachelors Degree in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other related technical certifications highly desirable.

#### Commercial Job Title: Subject Matter Expert (Technical) 5

Functional Responsibilities: Demonstrated experience and ability to provide enterprise-wide technical management and direction for problem definition, analysis and requirements development and implementation for very complex systems in the subject matter area. Ability to provide workable recommendations and advice to client executive management on emerging technology, system improvements, optimization and maintenance in the following areas: Information Systems Architecture, Automation, Telecommunications, Networking, Communication Protocols, Software, Electronic Email, Modeling and Simulation, Data Storage and Retrieval.

- Minimum/General Experience: Has a minimum of fifteen (15) years of related technical and minimum of ten (10) years related management experience.

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- **Minimum Education:** Masters Degree in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent; and other related technical certifications highly desirable.

### Commercial Job Title: Subject Matter Expert (Technical) 4

**Functional Responsibilities:** Demonstrated experience and ability to provide technical management and direction for problem definition, analysis and requirements development and implementation for complex systems in the subject matter area. Ability to provide workable recommendations and advice on system improvements, optimization and maintenance in the following areas: Information Systems Architecture, Automation, Telecommunications, Networking, Communication Protocols, Software, Electronic Email, Modeling and Simulation, Data Storage and Retrieval.

- **Minimum/General Experience:** Has a minimum of twelve (12) years of related technical and minimum of eight (8) years related management experience.
- **Minimum Education:** Masters Degree in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent; and other related technical certifications highly desirable.

### Commercial Job Title: Subject Matter Expert (Technical) 3

**Functional Responsibilities:** Demonstrated experience and ability to provide technical direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Ability to make recommendations and advise on organization-wide system improvements, optimization or maintenance efforts in the following specialties: Information Systems Architecture; Networking; Telecommunications; Automation; Communications Protocols; Risk Management/Electronic Analysis; Software; Life-Cycle Management; Software Development Methodologies; Modeling and Simulation.

- **Minimum/General Experience:** Has a minimum of ten (10) years of related technical and minimum of seven (7) years related management experience.
- **Minimum Education:** Bachelors Degree in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other related technical certifications highly desirable.



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#### Commercial Job Title: Subject Matter Expert (Technical) 2

Functional Responsibilities: Demonstrated experience and ability to define the problems and analyze and develop plans and requirements in the subject matter area for moderately complex to complex systems. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: Information Systems Architecture; Networking; Telecommunications; Automation; Communications Protocols; Risk Management/Electronic Analysis; Software; Life-Cycle Management; Software Development Methodologies; Modeling and Simulation.

- Minimum/General Experience: Has a minimum of eight (8) years of related technical and minimum of five (5) years related management experience.
- Minimum Education: Bachelors Degree in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other related technical certifications highly desirable.

#### Commercial Job Title: Subject Matter Expert (Technical) 1

Functional Responsibilities: Demonstrated experience and ability to define problems and analyze and develop plans and requirements in the subject matter area for moderately complex systems. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: Information Systems Architecture; Networking; Telecommunications; Automation; Communications Protocols; Risk Management/Electronic Analysis; Software; Life-Cycle Management; Software Development Methodologies; Modeling and Simulation.

- Minimum/General Experience: Has a minimum of seven (7) years of related technical and minimum of three (3) years related management experience.
- Minimum Education: Bachelors Degree in Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent. Masters Degree and other related technical certifications highly desirable.

#### Commercial Job Title: Senior Transcriptionist

Functional Responsibilities: Required to have thorough knowledge of use of systems and software required to do medical transcription including word editors such as Microsoft Word. Utilize web-based or on-site dictation and transcription systems to transcribe records and reports in the required turn around times and with minimal errors (98% or higher accuracy rate consistently). Inpatient and outpatient transcription experienced required, as well as specialty



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area experience (ie radiology, etc). Quality Assurance and auditing experience also desirable and may be required in some cases. May be required to provide daily task management duties as well over other transcriptionists.

- **Minimum/General Experience:** Has a minimum of four (4) years of transcription (outpatient for medical) experience, and two (2) years inpatient transcription experience (for medical).
- **Minimum Education:** National or formal technical certification required (AAMT or equivalent). Associates Degree or RHIT or RHIA certifications also desirable.

### Commercial Job Title: Transcriptionist

**Functional Responsibilities:** Required to have thorough knowledge of use of systems and software required to do medical transcription including word editors such as Microsoft Word. Utilize web-based or on-site dictation and transcription systems to transcribe records and reports in the required turn around times and with minimal errors (98% or higher accuracy rate consistently). Inpatient and outpatient transcription experienced desired, as well as specialty area experience (ie radiology, etc).

- **Minimum/General Experience:** Has a minimum of three (3) years of transcription (outpatient for medical) experience. No inpatient transcription experience required, but at least one (1) year inpatient transcription experience is desirable (for medical).
- **Minimum Education:** National or formal technical certification required (AAMT or equivalent). Associates Degree or RHIT or RHIA certifications also desirable.

### Commercial Job Title: Junior Transcriptionist

**Functional Responsibilities:** Required to have thorough knowledge of use of systems and software required to do medical transcription including word editors such as Microsoft Word. Utilize web-based or on-site dictation and transcription systems to transcribe records and reports in the required turn around times and with minimal errors (98% or higher accuracy rate consistently).

- **Minimum/General Experience:** Has a minimum of two (2) years of transcription (outpatient for medical) experience. No inpatient transcription experience required (for medical).
- **Minimum Education:** National or formal technical certification required (AAMT or equivalent).



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### Commercial Job Title: Senior Coder / Auditor

Functional Responsibilities: Utilize medical coding applications and systems, as well as encoding and abstracting tools to properly code and audit medical records inputting ICD 9 (10 as becomes applicable) and other medical codes to insure proper coding documentation to insure proper billing was done related to the diagnoses, procedures and care provided. Required to code records to 98% minimum level of accuracy. May be responsible for quality assurance and auditing of level 1 and/or 2 coders as well as providing some medical staff coding training as required. Expertise in use of Quadramed and 3M encoders highly desired. May be required to provide task management and auditing/quality assurance management over other assigned coders as an auditor and trainer. Fully qualified and capable to provide Coding Auditing and Coding Training Services as required.

- Minimum/General Experience: Has a minimum of four (4) years of outpatient experience and at least two (2) years inpatient experience, and at least one (1) year auditing experience.
- Minimum Education: National or formal technical certification required (CPC or equivalent) from AAPC or AHIMA, and Associates Degree or RHIT or RHIA certifications highly desirable.

### Commercial Job Title: Coder

Capabilities/Duties: Utilize medical coding applications and systems, as well as encoding and abstracting tools to properly code medical records inputting ICD 9 (10 as becomes applicable) and other medical codes to insure proper coding documentation to insure proper billing was done related to the diagnoses, procedures and care provided. Required to code records to 98% minimum level of accuracy. May be responsible for quality assurance and auditing of level 1 coders as well as providing some medical staff coding training as required. Extensive familiarity with Quadramed and/or 3M encoders highly desired.

- Minimum/General Experience: Has a minimum of three (3) years of outpatient experience and at least one (1) year inpatient experience.
- Minimum Education: National or formal technical certification required (CPC or equivalent) from AAPC or AHIMA. Associates Degree or RHIT or RHIA certifications also desirable.

### Commercial Job Title: Junior Coder

Functional Responsibilities: Utilize medical coding applications and systems, as well as encoding and abstracting tools to properly code medical records inputting ICD 9 (10 as becomes applicable) and other medical codes to insure proper coding documentation to insure proper

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billing was done related to the diagnoses, procedures and care provided. Required to code records to 95% minimum level of accuracy. Familiarity with Quadramed and/or 3M encoders highly desired.

- **Minimum/General Experience:** Has a minimum of two (2) years of outpatient experience. No inpatient experience required.
- **Minimum Education:** National or formal technical certification required (CPC or equivalent from AAPC or AHIMA).

### Commercial Job Title: Certified Nurse Informatician

**Functional Responsibilities:** Demonstrated experience and ability to apply concepts in computer science and information science to the management and processing of data, information and knowledge in nursing and health care delivery. Ability to assist in the management and processing of, electronic health records, nursing data, information and knowledge to support the practice of nursing and the delivery of nursing care. Ability to participate in complex system development, project management, and user training. Must be certified as an informatics nurse (RN, BC) through the American Nurses Credentialing Center (ANCC).

- **Minimum/General Experience:** Has a minimum of five (5) years of related technical experience, and two (2) years related management experience.
- **Minimum Education:** Bachelors Degree in Nursing (RN). Additional certifications or degree in Healthcare Administration, Computer Science, Engineering, Mathematics, Information Technology, Business Management, or equivalent; or Masters Degree and other related technical certifications highly desirable.

### Commercial Job Title: Senior Billing/Collections Systems Technician

**Functional Responsibilities:** Ability to utilize patient information systems, and billing and collection systems and information to complete billing and collections tasks including development of UB92s and other required forms. General Administrative experience and capabilities required and two years minimum of inpatient and outpatient medical billing and/or third party collections support service required. May be required to do third party verification tasks, as well as extensive data entry into patient information and billing applications/systems. May be required to provide billing section quality assurance, and routine daily management oversight requirements as a section task leader.

- **Minimum/General Experience:** Has a minimum of four (4) years of outpatient billing and billing systems experience, and two (2) year inpatient experience required. At least two (2) years auditing/QA/management experience required.

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- **Minimum Education:** Associates Degree and/or National or formal technical certification (RHIT or RHIA from AHIMA) required. Bachelors Degree desirable.

### Commercial Job Title: Billing/Collections Systems Technician

**Functional Responsibilities:** Ability to utilize patient information systems, and billing and collection systems and information to complete billing and collections tasks including development of UB92s and other required forms. General Administrative experience and capabilities required and one year of medical billing and/or third party collections support service required. May be required to do third party verification tasks, as well as extensive data entry into patient information and billing applications/systems.

- **Minimum/General Experience:** Has a minimum of three (3) years of outpatient experience, and one (1) year inpatient experience required.
- **Minimum Education:** High School Diploma. Associates Degree and/or National or formal technical certification (RHIT or RHIA from AHIMA) highly desirable.

### Commercial Job Title: Junior Billing/Collections Systems Technician

**Functional Responsibilities:** Ability to utilize patient information systems, and billing and collection systems and information to complete billing and collections tasks including development of UB92s and other required forms. General Administrative experience and capabilities required and one year of medical billing and/or third party collections support service highly desirable. May be required to do third party verification tasks, as well as extensive data entry into patient information and billing applications/systems.

- **Minimum/General Experience:** Has a minimum of two (2) years of outpatient billing experience. No inpatient experience required.
- **Minimum Education:** High School Diploma. Associates Degree and/or National or formal technical certification (AHIMA) highly desirable.

### Commercial Job Title: Communications Specialist

**Functional Responsibilities:** Assists management in project/task cost containment and cost management activities. Assists management in technical administration, contract administration and facility operation activities. Supervises subordinate administrative and support staff.

- **Minimum/General Experience:** Four (4) years of general technical and business experience including specialized costing experience in technical areas.
- **Minimum Education:** Associates Degree (Bachelors desirable) in relevant functional area.



**TCOOMBS & ASSOCIATES, LLC GSA SCHEDULE**



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

**GS-35F-0623M**

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