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

**MULTIPLE AWARD SCHEDULE:**

70 – Multiple Award Schedule (MAS)

**FSC GROUP**

Information Technology Professional Services

**PRODUCT SERVICE CODES:**

D399

**CONTRACT NUMBER:**

GS-35F-0851R

**SUPPLIMENT NO.:**

2 (Mass Mod A812 effective April 29, 2020)

**CONTRACT PERIOD:**

September 10, 2005 – September 9, 2010 (Base Period – exercised)
September 10, 2010 – September 9, 2015 (Option Period – exercised)
September 10, 2015 – September 9, 2020 (Option Period – exercised)
**September 10, 2020 – September 9, 2025 (Option Period – not yet exercised)**

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov.

**CONTRACTOR ADDRESS:**

Wood Environment & Infrastructure Solutions, Inc. (Wood)
9210 Sky Park Ct, Ste 200
San Diego, CA 92123

**CONTRACT MANAGER:**

Cuong Vu
Address: Wood Environment & Infrastructure Solutions, Inc.
751 Arbor Way, Suite 180
Blue Bell, PA 19422
Telephone: (610) 828-8100
Direct: (610) 877-6021
Fax: (610) 828-6700
Email: cuong.vu@woodplc.com

**CONTRACT ADMINISTRATOR:**

Jessica Marzano
Address: Wood Environment & Infrastructure Solutions, Inc.
751 Arbor Way, Suite 180
Blue Bell, PA 19422
Telephone: (610) 828-8100
Direct: (610) 877-6109
Fax: (610) 828-6700
Email: jessica.marzano@woodplc.com

**PROGRAM MANAGER:**

Peter Baker
Address: Wood Environment & Infrastructure Solutions, Inc.
511 Congress Street
Wood Environment & Infrastructure Solutions, Inc

About Wood:

Wood (www.woodplc.com) is a global leader in the delivery of project, engineering and technical services to energy and industrial markets. We operate in more than 60 countries, employing around 55,000 people, with revenues of around $10 billion. We provide performance-driven solutions throughout the asset life cycle, from concept to decommissioning across a broad range of industrial markets, including the upstream, midstream and downstream oil & gas, power & process, environment and infrastructure, clean energy, mining, nuclear, and general industrial sectors. We strive to be the best technical services company to work with, work for and invest in.

Customer Information:

1a. Table of Awarded Special Item Numbers (SINS):

<table>
<thead>
<tr>
<th>Special Item Number (SIN)</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
</tbody>
</table>

1b. Lowest Priced Model Number and Price for Each SIN: N/A

1c. Labor Category Titles and Rates:

For labor category titles, descriptions, and rates please see Pages 4 – 17.

2. Maximum Order*: $500,000.00

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

3. Minimum Order: $100.00

4. Geographic Coverage: Domestic

5. Point(s) of Production: Same as Contractor’s address

6. Discount from List Prices: Prices Shown Herein are Net (discount deducted)

7. Quantity Discount(s): None

8. Prompt Payment Terms: 0.25% Net 10, Net 30 Days

9a. Government Purchase Cards are accepted at or below the micro-purchase threshold. Contact Contract Administrator
9b. **Government Purchase Cards are accepted above the micro-purchase threshold.** Contact Contract Administrator

10. **FOREIGN ITEMS:** None

11a. **TIME OF DELIVERY:** Per SOW

11b. **EXPEDITED DELIVERY:** Contact Contract Administrator

11c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact Contract Administrator

11d. **URGENT REQUIREMENTS:** Contact Contract Administrator

12. **FOB POINT:** FOB Destination

13a. **ORDERING ADDRESS:** Same as Contractor’s address

13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in FAR 8.405-3

14. **PAYMENT ADDRESS:**

Wood Environment & Infrastructure Solutions, Inc.
P.O. Box 74008618
Chicago, IL 60674-8618

15. **WARRANTY PROVISION:** N/A

16. **EXPORT PACKING CHARGES:** N/A

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Contact Contract Administrator

18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A

19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A

20a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A

20b. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A

21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A

22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A

23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A

24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A

24b. **Section 508 Compliance for EIT:** N/A

25. **DUNS NUMBER:** 042406954

26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Registration valid until current expiration
LIST OF AWARDED SPECIAL ITEM NUMBERS (SINS)

SIN 54151S INFORMATION TECHNOLOGY PROFESSIONAL SERVICES:

IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.

NOTE: Subject to Cooperative Purchasing

### DESCRIPTION OF LABOR CATEGORY TITLES AND RATES

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Year 16 9/10/20 - 9/9/21 w/.75%IFF</th>
<th>Year 17 9/10/21 - 9/9/22 w/.75%IFF</th>
<th>Year 18 9/10/22 - 9/9/23 w/.75%IFF</th>
<th>Year 19 9/10/23 - 9/9/24 w/.75%IFF</th>
<th>Year 20 9/10/24 - 9/9/25 w/.75%IFF</th>
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<td>Operations Manager</td>
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<tr>
<td>Sr. Project Manager</td>
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<td>Systems Architect</td>
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<td>Systems Engineer</td>
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<td>Systems Operator</td>
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<td>$227.46</td>
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</tbody>
</table>
**ADMINISTRATIVE/CLERICAL I:**

**PURPOSE:**
- To provide clerical and administrative support to a group of management/professional employees and to manage the administrative aspects of one or more functions.

**REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:**
- Type and format using word processing, spreadsheet, and data management applications.
- Maintain records and files in hard copy and/or automated database format.
- Answer telephone calls and handle routine inquiries and information requests.
- Make meeting and travel arrangements.
- Prepare and process paperwork necessary for purchase orders, invoice payment, expense reports, etc. Ensure office supplies are adequate and equipment is in proper working order.
- Document production.
- Shipping.

**EXPERIENCE:**
- High School diploma or equivalent.
- Some formal secretarial or business training.
- Two years in a secretarial/administrative position.

**ADMINISTRATIVE/CLERICAL II:**

**PURPOSE:**
- To provide clerical and administrative support to a group of management/professional employees and to manage the administrative aspects of one or more functions.

**REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:**
- Type and format using word processing, spreadsheet, and data management applications.
- Maintain records and files in hard copy and/or automated database format.
- Answer telephone calls and handle routine inquiries and information requests.
- Make meeting and travel arrangements.
- Prepare and process paperwork necessary for purchase orders, invoice payment, expense reports, etc. Ensure office supplies are adequate and equipment is in proper working order.
- Document production.
- Shipping.
- Ensure compliance with existing procedures and recommend improvements to increase efficiency, streamline requirements, and/or reduce costs.
- Conduct new employee orientation and provide work direction to lower level clerical employees.

**EXPERIENCE:**
- High School diploma or equivalent.
- Some formal secretarial or business training.
- Five years in a secretarial/administrative position.

**ADMINISTRATIVE/CLERICAL III:**

**PURPOSE:**
- To oversee all administrative matters and functions in an operations office and provide high level clerical and administrative support to office professional and management personnel.

**REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:**
- Implement and disseminate company and office policies and procedures, ensuring compliance with existing procedures and recommending improvements to increase efficiency, streamline requirements, and/or reduce costs.
- Serve as liaison between the office and Human Resources, Accounting, Contracts, Purchasing, and other offices.
• Perform facilities management tasks such as oversight of security and janitorial matters, ordering and maintaining furniture, equipment and supplies inventory, and ensuring lease and utilities obligations are met.
• Type and format using word processing, spreadsheet, and data management applications.
• Maintain records and files in hard copy and/or automated database format.
• Answer telephone calls and handle routine inquiries and information requests.
• Make meeting and travel arrangements.
• Document production.
• Shipping.
• Prepare and process paperwork necessary for purchase orders, invoice payment, expense reports, etc. Conduct new employee orientation and provide work direction to lower level clerical employees.

EXPERIENCE:
• High School diploma or equivalent.
• Some formal secretarial or business training.
• Seven years in a secretarial/administrative position.

DATABASE ADMINISTRATOR:
PURPOSE:
• Responsible for design, implementation, and maintenance of enterprise level solutions as well as database system administration and security. To develop functional specifications and system design. To maintain a strong understanding of TCP/IP networking as it pertains to host configurations.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
• Responsible for managing the test and production environments and providing technical support and guidance to project teams.
• Installation and administration of database servers.
• Automation of task level work for database administration.
• SQL programming.
• Performance tuning and maintenance.
• Patch research.
• Preventative maintenance.
• Performance management.
• Capacity planning.
• Maintain overall system health.

EXPERIENCE:
• Bachelor's Degree or equivalent.
• Nine years of general experience. With a Master's Degree, seven years of general experience is required. With a Doctorate Degree, five years of general experience is required.

DATABASE SPECIALIST I:
PURPOSE:
• To support data related tasks, ranging from data entry to database development, and work with desktop and enterprise level systems. Possess the ability to work with a variety of database platforms and support the development of application objectives.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
• Work with senior database staff to implement database design.
• Support system testing, debugging, and refinement.
• Provide general data related support to senior database staff.
• Prepare required documentation, including both program-level and user-level documentation. Work independently with minimal supervision.

EXPERIENCE:
• Bachelor's Degree or equivalent.
Zero to one year of general experience. With a Master’s Degree, no experience is required.

**DATABASE SPECIALIST II:**

**PURPOSE:**
- To support data related tasks, ranging from database design to software development, and work primarily with enterprise level systems. Possess the ability to work with a variety of database platforms and execute application objectives.

**REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:**
- Work with senior database staff to implement database design.
- Support system testing, debugging, and refinement.
- Provide general data related support to senior database staff.
- Prepare required documentation, including both program-level and user-level documentation.
- Enhance software to reduce operating time and improve efficiency.
- Work independently with minimal supervision.

**EXPERIENCE:**
- Bachelor's Degree or equivalent.
- Three years of general experience. With a Master's Degree, one year of general experience is required.

**DATABASE SPECIALIST III:**

**PURPOSE:**
- To develop data management and data warehouse applications for large-scale database management systems. Possess the ability to develop complex software to satisfy design objectives.

**REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:**
- Analyze and develop data requirements for data warehouse solutions, business use case models, and user interfaces. Maintain hardware and software performance tuning.
- Analyze workload and computer usage. Maintain interfaces with outside systems.
- Analyze proposed system modifications and upgrades. Provide technical direction to junior staff.

**EXPERIENCE:**
- Bachelor's Degree or equivalent.
- Five years of general experience. With a Master's Degree, three years of general experience is required. With a Doctorate Degree, one year of general experience is required.

**DATABASE SPECIALIST IV:**

**PURPOSE:**
- To function as a data developer or administrator on large-scale database management systems, developing complex software to satisfy design objectives. Possess the ability to assume increasing responsibilities in data system design and management.

**REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:**
- Provide technical and administrative direction for personnel performing software development tasks, including the review of work products for accuracy, adherence to the design concept and to user standards, and for progress in accordance with schedules, ensuring that deadlines are met.
- Coordinate with Project and/or Program Manager to ensure problem solution and user satisfaction.
- Make recommendations, if needed, for approval of major systems installations.
- Prepare milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

**EXPERIENCE:**
- Bachelor's Degree or equivalent.
- Seven years of general experience. With a Master's Degree, five years of general experience is required. With a Doctorate Degree, three years of general experience is required.
DATABASE SPECIALIST V:
PURPOSE:
• To perform as a data warehouse developer/administrator on large-scale database management systems. Possess knowledge of computer equipment and the ability to develop complex software to satisfy design objectives as well as the ability to assume increasing responsibilities in enterprise data warehouse project information system design and management.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
• Apply an enterprise-wide set of data warehouse disciplines for the planning, analysis, data refinement, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise.
• Develop analytical and computational techniques and methodology for problem solutions.
• Perform enterprise-wide strategic systems planning, information planning, and analysis.
• Provide daily supervision and direction to organization.

EXPERIENCE:
• Bachelor's Degree or equivalent.
• Nine years of general experience. With a Master's Degree, seven years of general experience is required. With a Doctorate Degree, five years of general experience is required.

DRAFTSMAN I:
PURPOSE:
• To develop engineering drawings using computer-based drawing packages.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
• Develop engineering drawings for site plans, electrical interconnects, mechanical plans for specialized hardware, etc.

EXPERIENCE:
• High School Diploma or equivalent.
• Three years' experience. With a Bachelor’s Degree, no experience is required. With a High School Diploma or equivalent and a training program, one year of general experience is required.

DRAFTSMAN II:
PURPOSE:
• To develop engineering drawings using computer-based drawing packages.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
• Develop engineering drawings for site plans, electrical interconnects, mechanical plans for specialized hardware, etc.
• Proficient in MicroStation, AutoCAD, PDS raceway, equipment modeling and drawing manager.
• Construct and/or develop product, system, subsystem, or component data files in file formats that are compatible with other CAD systems and systems that take advantage of new technologies.
• Assist with the training and mentoring of less experienced CAD designers.

EXPERIENCE:
• High School Diploma or equivalent.
• Eight years drafting experience. With a Bachelor’s Degree, four years of general experience is required.

GIS SPECIALIST I:
PURPOSE:
• To perform various entry-level GIS-related project tasks under general supervision and maintain spatial data quality and integrity.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
• Respond to project manager requests.
• Create and maintain metadata and spatial data layers. Coordinate with Database staff.
• Mapping, including routine mapping and data requests, editing, data conversion and reconciliation.
- Supply metrics, data analysis reports, and compile ad-hoc reports as directed.
- Format a variety of data for import into GIS software and databases.

EXPERIENCE:
- Bachelor's Degree.
- Zero to one year of GIS experience. With a Master's Degree, no experience is required.

GIS SPECIALIST II:
PURPOSE:
- To perform various GIS-related project tasks under minimal supervision and maintain spatial data quality and integrity.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
- Incorporate and reconcile foreign GIS data into the existing GIS. Respond to project manager requests.
- Create and maintain metadata and spatial data layers. Coordinate with Database staff.
- Mapping, including routine mapping and data requests, editing, data conversion and reconciliation.
- Supply metrics, data analysis reports, and compile ad-hoc reports as directed.
- Provide feedback to developers on GIS processes, tools, and efficiency to aid ongoing improvement activities and initiatives.
- Ensure quality, accuracy, and completeness of maps and data distributed internally and externally by following existing procedures.

EXPERIENCE:
- Bachelor's Degree.
- Three years of GIS experience is required. With a Master's Degree, one year of experience is required.

GIS SPECIALIST III:
PURPOSE:
- To lead or support spatial data projects and/or programming solutions. To implement design specifications using GIS tools and programming languages.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
- Perform and assist in GIS tasks associated with analysis and mapping.
- Assist with programming tasks related to spatial data functions.
- Manage and perform QA/QC of data developed to support projects.
- Manage small to medium sized GIS projects.
- Develop and conduct technical tests to ensure the system modules meet the projects technical needs. Assist with writing system documentation.
- Spatial analysis.

EXPERIENCE:
- Bachelor's Degree.
- Five years of GIS experience. With a Master's Degree, three years of experience is required. With a Doctorate Degree, one year of experience is required.

GIS SPECIALIST IV:
PURPOSE:
- To design and develop solutions to integrate and manage spatial data. To interact with other disciplines to support larger scale system architecture and design of solutions.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
- Manage and perform QA/QC of data developed to support projects.
- Design solutions to meet client specifications.
- Maintain and support applications in an enterprise environment.
- Data conversion, loading, and/or extracting.
- Application and program documentation.
• Testing, debugging, and refinement of applications.
• Design front end user interface as well as back end application services.
• Spatial analysis.
• Complex Modeling.

EXPERIENCE:
• Bachelor's Degree.
• Seven years of GIS experience. With a Master's Degree, five years of experience is required. With a Doctorate Degree, three years of experience is required.

GIS SPECIALIST V:
PURPOSE:
• To design and develop solutions to integrate and manage spatial data. To lead project team in overall system design implementation

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
• Ultimate responsibility for meeting client specifications.
• Maintain and support applications in an enterprise environment.
• Architect system configuration.
• Identify and integrate required elements for system design.
• Provide enterprise level solutions.
• Coordinate with, or function as, the Project Manager.
• Spatial analysis.
• Complex Modeling.

EXPERIENCE:
• Bachelor's Degree.
• Nine years of GIS experience. With a Master's Degree, seven years of experience is required. With a Doctorate Degree, five years of experience is required.

PROGRAM MANAGER:
PURPOSE:
• To manage all aspects of a major, technically complex engineering or consulting program. To direct the performance of a variety of highly technical projects which may be organized by technology, program, or client. To oversee the technology development and/or application, marketing, and resource allocation within program client base. Program areas typically include engineering, programming, integration, test, systems analysis, quality assurance, etc.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
• Oversee the plan, design, formulation, and scheduling of programming, engineering, and consulting activities that fall under program jurisdiction and control.
• Organize and deploy staff according to program requirements.
• Take a leadership role in the negotiation of contract terms and modifications.
• Oversee the coordination of activities and approve decisions with respect to technical developments, scheduling, design changes, specifications, etc.
• Provide full-service program management and support.
• Develop program budget and establish mechanisms to control expenditures and utilize resources to ensure budgetary compliance.

EXPERIENCE:
• Bachelor's Degree or equivalent.
• Fifteen years of general experience. With a Master's Degree, thirteen years of general experience is acceptable. With a Doctorate Degree, eleven years of general experience is required.

PROGRAMMER I:
PURPOSE:
To perform as an applications programmer on large-scale database management systems, have knowledge of computer equipment, and possess the ability to develop complex software to satisfy design objectives.

**REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:**
- Analyze application software and design specifications for information process activities.
- Develop block diagrams and logic flow charts. Write source code based on design specifications.
- Test, debug, and refine the application software to produce the required product.
- Prepare required documentation, including both program-level and user-level documentation.
- May serve as general support to users and be involved with trouble-shooting system operations.

**EXPERIENCE:**
- Bachelor's Degree or equivalent.
- Zero to one year of programming experience.

**PROGRAMMER II:**
**PURPOSE:**
- To work with database scripting languages for the design and implementation of database management systems. To assume increasing responsibilities in information engineering activities. To be knowledgeable of applicable standards and provide general technical support.

**REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:**
- Analyze and study complex information system requirements.
- Design software tools and subsystems to support software reuse and domain analyses and manage their implementation.
- Manage software development and support using formal specifications, data flow diagrams, other accepted design techniques.
- Provide input to estimate software development costs and schedule.
- Review existing programs and assist in making refinements, reducing operating time, and improving current techniques.
- May manage, coordinate, or install system upgrades.
- May provide system analysis and integration and oversee system operations. Work independently under minimal supervision.

**EXPERIENCE:**
- Bachelor's Degree or equivalent.
- Three years of programming experience. With a Master's Degree, one year of experience is required.

**PROGRAMMER III:**
**PURPOSE:**
- To perform information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, system upgrades, and documentation preparation. To implement information engineering projects, systems analysis, design and programming, tools and methods, systems planning, business information planning, and business analysis.

**REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:**
- Apply business process improvement practices to re-engineer methodologies/principles and business process modernization projects.
- Apply, activity and data modeling, transaction flow analysis, internal control and risk analysis, and modern business methods and performance measurement techniques.
- Develop and apply organization-wide information plans and models for use in designing and building integrated, shared software, and database management systems.
- Construct logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives.
- Provide technical leadership for analysis, integration and support of new products, interfaces, and performance enhancements.
• Analyze and resolve system software issues.
• Assist with application customization through process analysis and workflow development, including advising customers of database file & table configuration best practices.
• Possess the ability to work independently.

EXPERIENCE:
• Bachelor's Degree or equivalent.
• Five years of programming experience. With a Master's Degree, three years of general experience is required. With a Doctorate Degree, one year of general experience is required.

PROGRAMMER IV:
PURPOSE:
• To perform systems management, development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. To manage the implementation of information engineering projects and perform systems analysis, design and programming.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
• Apply a set of disciplines for the management, planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise.
• Perform process and data modeling in support of the planning and analysis efforts using both manual and automated tools.
• Apply reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Manage and coordinate planned system and implementation activities including system upgrades, security, allocation of resources, availability, and in-service training.
• Manage tasks, priorities, and objectives, providing daily supervision and direction to staff. Responsible for customer support and quality and timeliness of services.

EXPERIENCE:
• Bachelor's Degree or equivalent.
• Seven years of general experience. With a Master's Degree, five years of general experience is required. With a Doctorate Degree, three years of general experience is required.

PROGRAMMER V:
PURPOSE:
• To perform systems management, development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. To manage the implementation of information engineering projects and perform systems analysis, design and programming.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
• Apply a set of disciplines for the management, planning, coordination, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise.
• Perform process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as Integrated Computer-Aided Software Engineering (I-CASE) tools.
• Apply reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Control and maintain technical documents.
• Provide daily supervision and technical guidance in software engineering and system operational techniques and automated support tools to local and remote supporting staff.
• Manage and coordinate planned system and implementation activities including system upgrades, security, allocation of resources, availability, and in-service training.
• Manage tasks, priorities, and objectives.
• Provide technical direction to training staff.
• Responsible for customer support and timeliness of services.

EXPERIENCE:
• Bachelor's Degree or equivalent. Six years of general experience is equivalent to a Bachelor's Degree.
• Nine years of general experience. With a Master's Degree, seven years of general experience is required. With a Doctorate Degree, five years of general experience is required.

**PROJECT MANAGER:**
**PURPOSE:**
• To direct, coordinate, and exercise functional authority for planning, organization, control, implementation, integration, and completion of large information technology, engineering, or consulting projects.

**REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:**
• Plan, design, formulate, and schedule technology and consulting activities.
• Ensure proper coordination and achievement of project administration from initial authorization through project closure, including contract information form (CIF), work authorization, billing, records administration (both paper and electronic), collection, and project closure.
• Administer and oversee project phases and deliverables to ensure accountability, client satisfaction, and receipt of payment in accordance with contract provisions.

**EXPERIENCE:**
• Bachelor's Degree in computer science, engineering, or scientific field.
• Minimum of eight years’ experience in increasingly responsible technical and leadership positions, including project management experience

**QUALITY ASSURANCE ANALYST:**
**PURPOSE:**
• To establish and maintain a process for evaluating systems and associated documentation. To determine the resources required for quality control and maintain the level of quality throughout the project life cycle.

**REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:**
• Conduct formal and informal reviews at pre-determined points throughout the development life cycle.
• Provide technical and administrative direction for personnel performing systems development tasks, including the review of work products for accuracy, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules.
• Coordinate with the Project Manager to ensure problem solution and user satisfaction.
• Make recommendations, if needed, for approval of major systems installations.
• Prepare milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

**EXPERIENCE:**
• Bachelor's Degree or equivalent.
• Two years of general experience. With a Master's Degree, no experience is required.

**SR. PROJECT MANAGER:**
**PURPOSE:**
• To direct, coordinate, and exercise functional authority for planning, organization, control, implementation, integration, and completion of large information technology, engineering, or consulting projects.

**REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:**
• Plan, design, formulate, and schedule technology and consulting activities.
• Organize and assign tasks to meet project requirements.
• Ensure proper coordination and achievement of project administration from initial authorization through project closure, including contract information form (CIF), work authorization, billing, records administration (both paper and electronic), collection, and project closure.
• Administer and oversee project phases and deliverables to ensure accountability, client satisfaction, and receipt of payment in accordance with contract provisions.

EXPERIENCE:
• Bachelor's Degree in computer science, engineering, or scientific field.
• Ten years' experience in increasingly responsible technical and leadership positions, including project management experience.

SR. QUALITY ASSURANCE ANALYST:
PURPOSE:
• To provide direction to the project team for quality acceptance in system software, configuration, and processing. Responsible for delivery of high quality solutions to customers.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
• Define cross-functional processes that ensure quality, timely delivery, and high productivity. Act independently, recognize and address issues quickly with long-term solutions.
• Provide guidance in the acquisition of quality assurance tools.
• Provide direction on quality assurance testing techniques and procedures.
• Identify new methods, tools, and techniques of testing to improve the productivity of the quality assurance staff.
• Create statistical reports to show improvement in the quality assurance staff's ability to reduce the number of program errors introduced into the production environment.
• Work closely with Development Staff management to ensure a smooth transition from the unit testing environment to the quality assurance testing environment.
• Provide feedback to Development Staff management regarding the amount of errors found in the program code during quality assurance testing.

EXPERIENCE:
• Master's Degree or equivalent. A Bachelor's Degree and three years of general experience is equivalent to a Master's Degree.
• Ten years of general experience. With a Doctorate, eight years of general experience is acceptable.

SR. TRAINER:
PURPOSE:
• To identify, develop, implement, and conduct training and instruction of technical-based subject matter related to computer hardware/software, communications, local and wide area networking, Internet, video, imaging, business processes, government regulations, procurement/acquisition, strategic planning, etc., as required for a particular situation.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
• Design, develop, prepare, and refine training curriculum and course materials for various classroom and other instructional environments.
• Possess skills and knowledge in computer-based and multimedia training environments.
• Conduct training requirements surveys, design computer-based and multimedia curriculum in response to specific system training requirements during the life cycle.
• Possess comprehensive knowledge in the subject matters for which he/she is developing curriculum.
• Supervise Training Specialists in the instruction of individual trainees as well as whole classes of students in a variety of technical-based subject matter.
• Collaborate, when necessary, with outside entities.

EXPERIENCE:
• Bachelor's Degree or equivalent.
• Six years of general experience. With a Master's Degree, four years of general experience IS required. With a Doctorate Degree, two years of general experience is required.

SUBJECT MATTER EXPERT:
PURPOSE:
To be the specialist in single or multiple technical disciplines. To provide expert guidance and insight into specific technologies and their application and independently perform a variety of system design and integration tasks where a specific subject matter expertise is necessary.

**REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:**
- Plan and perform research, design assessment, development, integration, and other assignments in a specific technical area.
- Supervise broad team of systems engineers.
- Responsible for highly complex technical/engineering areas. May perform other duties, as assigned.

**EXPERIENCE:**
- Bachelor's Degree or equivalent.
- Seventeen years of general experience. With a Master's Degree, fifteen years of general experience is required. With a Doctorate Degree, thirteen years of general experience is required.

**SYSTEMS ADMINISTRATOR:**
**PURPOSE:**
- To supervise and manage the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based.

**REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:**
- Optimize system operation and resource utilization.
- Perform system capacity analysis and planning.
- Provide assistance to users in accessing and using business systems.

**EXPERIENCE:**
- Bachelor's Degree or equivalent.
- Two years of general experience. With a Master's Degree, no experience is required.

**SYSTEMS ARCHITECT:**
**PURPOSE:**
- To serve as senior scientist, independently performing a variety of system design and engineering tasks which are broad in nature and are concerned with design and implementation of major enterprise systems development and integration, including supporting personnel, hardware, software, and support facilities and/or equipment. To supervise team of Sr. Systems Engineers, Network Engineers, Sr. Network Engineers, and Network Engineers through project completion and be considered a Subject Matter Expert (SME) in one or more specific areas of computer system design and networking.

**REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:**
- Plan and perform systems and networking engineering research, design development, and other assignments in conformance with system and network design, engineering, and customer specifications.
- Supervise team of Sr. Systems Engineers, Systems Engineers, Sr. Network Engineers, and Network Engineers and coordinate their activities as assigned to specific system and network engineering projects.
- Responsible for highly complex technical/engineering projects. Lead technical authority on the project.
- May perform other duties, as assigned.

**EXPERIENCE:**
- Master's Degree or equivalent. A Bachelor's Degree and three years of general experience is equivalent to a Master's Degree.
- Ten years of general experience. With a Doctorate, eight years of general experience is acceptable.
• Under general supervision, to define and execute systems engineering activities within a project. These activities may consist of systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and development and staffing of systems engineering management plan.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
• Perform systems engineering planning, performance management, capacity planning, testing and validation, benchmarking, and information engineering.
• Development and staffing of systems engineering management plan.
• Support a Sr. Systems Engineer, as required.
• Analyze and develop technical documentation detailing the integration and system performance.
• Coordinate the activities of Systems Engineers and Jr. Systems Engineers assigned to specific systems engineering projects.
• May perform other duties, as assigned.

EXPERIENCE:
• Bachelor's Degree or equivalent.
• Five years of general experience. With a Master's Degree, three years of general experience is required. With a Doctorate Degree, one year of general experience is required.

SYSTEMS OPERATOR:
PURPOSE:
• To monitor and support computer processing.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
• Coordinate input, output, and file media.
• Distribute output and control computer operation which may be mainframe, mini, or client/server based.

EXPERIENCE:
• Bachelor's Degree or equivalent.
• Three years of general experience. With a Master's Degree, no experience is required.

TECHNICAL WRITER/EDITOR:
PURPOSE:
• To provide high-level word processing and editorial support and to use word processing equipment and software to compile, type, revise, combine, edit, print, and store correspondence, proposals, reports, and other documents.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
• Edit functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

EXPERIENCE:
• Bachelor's Degree or equivalent.
• Six years’ experience in word processing.

TRAINING SPECIALIST:
PURPOSE:
• To conduct the research necessary to develop and revise training courses.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
• Develop and revise training courses and prepare appropriate catalogs.
• Prepare instructor materials (course outline, background material, and training aids).
• Prepare student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Train personnel by conducting formal classroom courses, workshops, and seminars.

EXPERIENCE:
- Bachelor's Degree or equivalent.
- Three years of general experience. With a Master's Degree, one year of experience is required.

WEB DESIGNER:
PURPOSE:
- To work with a strategic cross-functional team to forward the design and interface of various applications.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
- Produce visual concepts and interactive designs for the Internet and other digital media.
- Create information architecture designs, design user interfaces, produce unique artwork, and develop functional prototypes.
- Work with internal clients and team to establish a clear project strategy and project objectives. Ability to work closely with team developing web applications.

EXPERIENCE:
- Bachelor's Degree or equivalent.
- Three years of web design experience. With a Master's Degree, no experience is required.

WEB DEVELOPER:
PURPOSE:
- To design and develop web-based solutions. Work with cross-functional team to integrate various components into solution.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS:
- Develop, deploy, and maintain web applications.
- Aid in the design and development of databases.
- Offer technical consultation during the planning of web projects. Maintain an understanding of existing and emerging technologies. Collaborate with various content providers to define business requirements.

EXPERIENCE:
- Bachelor's Degree or equivalent.
- Five years' experience in web development. With a Master's Degree, eight years of experience is required.