Contract Holder
GS-35F-290CA
General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Catalog/Price List

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

Multiple Award Schedule

FSC/PSC Code: DA01

CONTRACT NUMBER: GS-35F-290CA

CONTRACT PERIOD: April 14, 2020 through April 13, 2025

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

Pricelist current through Modification PS-0022; Effective Date: February 11, 2021

CONTRACTOR: Gray Matters Technology Service, LLC
11721 Woodmore Road, Suite 140
Bowie, MD 20721-2959
Website: www.graymatterstech.com
DUNS: 615433088   CAGE Code: 4VUH8

CONTACT: Barbara Gray
Email: bgray@graymatterstech.com
Voice: 301-383-1376
Fax: 240-206-8796
Mobile: 202-420-1767

BUSINESS SIZE: Small Business ◆ Woman-Owned Small Business ◆ Economically Disadvantaged Woman-Owned Small Business

Contractor’s internet address/web site where Schedule information can be found: www.graymatterstech.com.
CUSTOMER INFORMATION

1a. Table of awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s).
   
   **Awarded Special Item Numbers (SINs)**
   
   SIN 54151S, Information Technology Professional Services
   SIN OLM, Order-Level Materials (OLMs)
   
   For SIN descriptions, see the section of this document titled “Scope of Contract.”

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

1c. Labor Category Descriptions
   
   See the section of this document titled “Position Descriptions.”

2. Maximum order.

   SIN 54151S: $500,000. SIN OLM, $250,000. These are not limits on the sizes of task orders that can be issued under the GSA contract. It means that if the best value selection places a task order over the thresholds shown above, the contractor can decline the order.

3. Minimum order. $100.00

4. Geographic coverage (delivery area). 50 United States; District of Columbia; Puerto Rico

5. Point(s) of production (city, county, and State or foreign country). Not Applicable


7. Quantity discounts. 1% for orders over $100K.


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

10a. Time of delivery. As agreed between contractor and ordering agency.

10b. Expedited Delivery. As agreed between contractor and ordering agency.

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

11d. Urgent Requirements. Contact the Contractor.

11. F.O.B. point(s). Destination.

12a. Ordering address.

   11721 Woodmore Road, Suite 140
   Bowie, MD 20721-2959

12b. Ordering procedures: For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment address.
   11721 Woodmore Road, Suite 140
   Bowie, MD 20721-2959
15. Export packing charges, if applicable. Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable
17. Terms and conditions of installation (if applicable). Not Applicable
18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from
    list prices (if applicable). Not Applicable
18b. Terms and conditions for any other services (if applicable). Not Applicable
19. List of service and distribution points (if applicable). Not Applicable
20. List of participating dealers (if applicable). Not Applicable
21. Preventive maintenance (if applicable). Not Applicable
22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable
22b. If applicable, indicate that Section 508 compliance information is available on Electronic and
    Information Technology (EIT) supplies and services and show where full details can be found
    (e.g., contractor’s website or other location.) The EIT standards can be found at:
    www.Section508.gov/.
23. Data Universal Number System (DUNS) number. 615433088
24. Contractor is registered in the SAM database. Yes
SCOPE OF SERVICES

SIN 54151S, Information Technology (IT) Professional Services
54151S 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

SIN OLM, Order-Level Materials
OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs. OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:
OLMs are:
  ▪ Purchased under the authority of the FSS Program.
  ▪ Unknown until an order is placed.
  ▪ Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering.

Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs.)
  ▪ Only authorized for use in direct support of another awarded SIN.
  ▪ Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN).
  ▪ Subject to a Not to Exceed (NTE) ceiling price.

OLMs are not:
  ▪ "Open Market Items."
  ▪ Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level).
## Pricing

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Year 6 (April 14, 2020 to April 13, 2021)</th>
<th>Year 7 (April 14, 2021 to April 13, 2022)</th>
<th>Year 8 (April 14, 2022 to April 13, 2023)</th>
<th>Year 9 (April 14, 2023 to April 13, 2024)</th>
<th>Year 10 (April 14, 2024 to April 13, 2025)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sr. Program Manager</td>
<td>$97.73</td>
<td>$100.18</td>
<td>$102.68</td>
<td>$105.25</td>
<td>$107.88</td>
</tr>
<tr>
<td>2. Project Manager</td>
<td>$87.96</td>
<td>$90.16</td>
<td>$92.41</td>
<td>$94.72</td>
<td>$97.09</td>
</tr>
<tr>
<td>3. Sr. Principal Network Engineer</td>
<td>$119.46</td>
<td>$122.44</td>
<td>$125.50</td>
<td>$128.64</td>
<td>$131.86</td>
</tr>
<tr>
<td>4. Sr. IT Analyst</td>
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<td>$90.16</td>
<td>$92.41</td>
<td>$94.72</td>
<td>$97.09</td>
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<td>5. Programmer Analyst III</td>
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<td>7. Database Analyst III</td>
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<td>$85.08</td>
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<td>$89.38</td>
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<td>8. Database Analyst II</td>
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<td>$53.80</td>
<td>$55.14</td>
<td>$56.52</td>
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<td>9. Sr. Functional Expert</td>
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<td>$135.08</td>
<td>$138.46</td>
<td>$141.92</td>
<td>$145.47</td>
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<td>10. Functional Analyst</td>
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<td>11. Computer Programmer III</td>
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<td>12. SAN Engineer</td>
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<td>13. Migration Engineer</td>
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<td>14. Sr. Security Engineer</td>
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<td>$55.10</td>
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<td>15. Microsoft Expert</td>
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<td>16. Technical Writer</td>
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<td>17. IT Move Coordinator</td>
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<td>20. QC Application Analyst Lead Tester</td>
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<td>21. QC Control Automated Test Specialist</td>
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<tr>
<td>22. Software Application Systems Admin</td>
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<td>23. QC Load Test Specialist</td>
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<td>24. Configuration Management Analyst</td>
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<tr>
<td>LABOR CATEGORY</td>
<td>Year 6 April 14, 2020 to April 13, 2021</td>
<td>Year 7 April 14, 2021 to April 13, 2022</td>
<td>Year 8 April 14, 2022 to April 13, 2023</td>
<td>Year 9 April 14, 2023 to April 13, 2024</td>
<td>Year 10 April 14, 2024 to April 13, 2025</td>
</tr>
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<td>35. SQL Developer</td>
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<td>47. Applications Systems Analyst/Programmer - Intermediate</td>
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<td>48. Database Manager</td>
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<tr>
<td>49. Quality Assurance Analyst - Senior</td>
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<td>52. Senior Database Analyst</td>
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<td>$92.82</td>
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<td>53. Records Analyst</td>
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<td>54. Communications Support</td>
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<td>56. Senior Data Analyst/MS Access Programmer</td>
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<td>$98.12</td>
<td>$100.57</td>
<td>$103.09</td>
</tr>
<tr>
<td>57. Senior Policy Analyst</td>
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<td>$110.44</td>
<td>$113.20</td>
<td>$116.03</td>
<td>$118.93</td>
</tr>
</tbody>
</table>
Position Description Information

1. Sr. Program Manager

   **Functional Responsibilities**
   
   To provide technical and programmatic oversight for task orders and government contracts. The SPM will monitor contract funding; be responsible for burn; weekly and monthly reports and general reporting to the Director of IT Services.

   **Minimum Required Education**
   
   Masters

   **Minimum Required Years of Experience**
   
   7

   **Certifications**
   
   None. (PMP Certification preferred.)

2. Project Manager

   **Functional Responsibilities**
   
   The Project Manager reports to the Sr. Program Manager, or onsite manager as required. The Project Manager will be responsible for staff hiring and terminations; contract daily operations for contract deliverables; and provide MS Project updates for deliverables changes; funding, or resource issues.

   **Minimum Required Education**
   
   Bachelors

   **Minimum Required Years of Experience**
   
   5

   **Certifications**
   
   ITIL Certification

3. Sr. Principal Network Engineer

   **Functional Responsibilities**
   
   The Sr. Principal Network Engineer will provide network architecture involving bandwidth services; Virtual Server Configuration; Server space expansions; helpdesk support Tier III services; experience with diagraming network Quality of Services with various Managed Service working directly with commercial service providers; knowledge of router, switches and CISCO product configurations for voice and data.
Minimum Required Education
  Bachelors

Minimum Required Years of Experience
  5

Certifications
  None. (Cisco Certification preferred.)

4. Sr. IT Analyst

Functional Responsibilities
  The Sr. IT Analyst will have a myriad of experience designing building and providing daily
direction to other IT staff with software and database modifications; using Agile or Scrum
methodology.

Minimum Required Education
  Bachelors

Minimum Required Years of Experience
  5

Certifications
  ITIL Certification

5. Programmer Analyst III

Functional Responsibilities
  The Programmer Analyst III will have direct and hands on experience providing a high level of
software solutions using Microsoft, JAVA, and Oracle platforms. The candidate must have
experience using third party software for compilation to store object and procedure libraries as
required.

Minimum Required Education
  Bachelors

Minimum Required Years of Experience
  5

Certifications
  None

6. Programmer Analyst II

Functional Responsibilities
  The Programmer Analyst II will have experience collecting and documenting business and
system requirements; writing software and network documentation; meeting with stakeholders
to clarify requirements.
Minimum Required Education
Bachelors

Minimum Required Years of Experience
5

Certifications
None

7. Database Analyst III

Functional Responsibilities
The Database Analyst III will provide daily supervision to the DB II with daily tasks involving the use of ETL Tools, extracting data to be used for various software applications; building reporting services using SQL, Oracle or Crystal to provide reports and knowledge of data integrity reviews using raw data for reporting. The DBA III will have extensive knowledge of scripting; build stored Procedures; and object oriented libraries.

Minimum Required Education
Bachelors

Minimum Required Years of Experience
7

Certifications
None

8. Database Analyst II

Functional Responsibilities
The Database Analyst II will report directly to the DBA III with daily task assignments extracting data from enterprise and client server platform to be used for web applications and reporting services. Must have knowledge of ETL, and other methods of data extraction and be able to analyze data to support end user requirements.

Minimum Required Education
Bachelors

Minimum Required Years of Experience
3

Certifications
None

9. Sr. Functional Expert

Functional Responsibilities
The Sr. Functional Expert will be responsible for daily operations of task orders and contracts providing daily oversight of engineering support staff. Must have experience with software or
networks with the ability to solve complex development issues and provide solutions as required.

**Minimum Required Education**

Bachelors

**Minimum Required Years of Experience**

7

**Certifications**

None

10. **Functional Analyst**

**Functional Responsibilities**

The Functional Analyst will have experience soliciting requirements from stakeholders or end users; documenting requirements, performing configuration management and Quality Assurance tasks.

**Minimum Required Education**

Bachelors

**Minimum Required Years of Experience**

5

**Certifications**

None

11. **Computer Programmer III**

**Functional Responsibilities**

The Computer Programmer III will have experience providing support to help desk personnel as a Tier II support person. Will have working knowledge of SQL, JAVA and Microsoft as required to solve complex end user issues.

**Minimum Required Education**

Bachelors

**Minimum Required Years of Experience**

5

**Certifications**

None

12. **SAN Engineer**

**Functional Responsibilities**

SAN Engineer will have hands on experience mapping, configuring and setting up SAN Devices as required: knowledge with setting up virtualized server farms, preferred; with hands on experience solving SAN Redundancy challenges.
Minimum Required Education  
Bachelors

Minimum Required Years of Experience  
7

Certifications  
None

13. Migration Engineer

Functional Responsibilities  
Migration Engineer must have experience migrating exchange mailboxes and other migration tasks in the systems engineering phases; must has experience solving issues related to email failover; daily operations and server sustainment as required using Microsoft, and other email services.

Minimum Required Education  
Bachelors

Minimum Required Years of Experience  
5

Certifications  
None

14. Sr. Security Engineer

Functional Responsibilities  
The SSE will have set up security network monitoring tools such as wire shark, solar winds and other related vendor network security monitoring packages; must be able to communicate results with program manager and provide mitigation solutions as required to helpdesk professionals and high level corporate management.

Minimum Required Education  
Bachelors

Minimum Required Years of Experience  
5

Certifications  
None

15. Microsoft Expert

Functional Responsibilities  
Develops high level migration strategies and plans, configures exchange servers, monitors Microsoft servers, works with virtualization engineer to define space requirements for exchange servers; establishes policy for all Microsoft exchange servers and other product servers; work
with systems engineers to ensure network bandwidth can support migration and server space requirements.

Minimum Required Education
Masters

Minimum Required Years of Experience
10

Certifications
Microsoft Certified Professional

16. Technical Writer

Functional Responsibilities
Developed technical and program management documentation for various government and commercial contracts. Must have 5-7 years writing and preparation requirements, design, test, and deployment specifications documentation using various templates used to support Software Development Life-Cycles and Agile Methodology.

Minimum Required Education
Bachelors

Minimum Required Years of Experience
5

Certifications
None

17. IT Move Coordinator

Functional Responsibilities
The Move coordinator will review new office spaces; reviewing room schematics; scheduling furnisher; ordering office equipment such as new phones, and coordinating all services relative to the entire enterprise moves.

Minimum Required Education
Bachelors

Minimum Required Years of Experience
5

Certifications
None

18. Software Configuration Manager

Functional Responsibilities
Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex
configuration systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; lifecycle management; software development methodologies; and modeling and simulation.

Minimum Required Education
Bachelors

Minimum Required Years of Experience
5

Certifications
None

20. QC Application Analyst Lead Tester

Functional Responsibilities
Must be capable of maintaining and establishing a process for evaluating software and associated documentation. Must be able to determine the resources required for quality control. Must be able to maintain the level of quality throughout the software life cycle. Develops software quality assurance plans. Conducts formal and informal reviews at predetermined points throughout the development life cycle.

Minimum Required Education
Bachelors

Minimum Required Years of Experience
4

Certifications
None

21. QC Control Automated Test Specialist

Functional Responsibilities
Interacts with other engineering groups to define, document, analyze, perform, and interpret tests for related products, systems, components, or modifications. Identifies functional problems and suggests resolutions. Assists in the definition of internal quality control standards and the maintenance of reliability programs. Analyses test cases and provides regular progress reports. Proficient in Automation tools.

Minimum Required Education
Bachelors

Minimum Required Years of Experience
3
22. **Software Application Systems Administrator**

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

**Minimum Required Education**
Bachelors

**Minimum Required Years of Experience**
3

**Certifications**
None

23. **QC Load Test Specialist**

**Functional Responsibilities**
Provide testing and analysis of complex systems to ensure systems are compliant with requirements and can perform well in production. Independently develop test scripts using any of the LoadRunner protocols, create test scenarios and execute tests. Analyze test results using LoadRunner Analysis or similar application and write test reports.

**Minimum Required Education**
Bachelors

**Minimum Required Years of Experience**
4

**Certifications**
None

24. **Configuration Management Analyst**

**Functional Responsibilities**
Specialized experience required includes administration of UNIX or another open, systems compliant, multi-user system. General experience required includes administration of multiuser computer systems. Functional Responsibilities: This position performs system installation and integration of computer operating system software, network software, application software, computer hardware, and supporting network or telecommunications systems; and investigates and resolves operational problems in conjunction with other engineering and technical personnel.
Minimum Required Education
Bachelors

Minimum Required Years of Experience
4

Certifications
None

35. SQL Developer

Functional Responsibilities

Minimum Required Education
Bachelors

Minimum Required Years of Experience
4

Certifications
None

37. Software Systems Engineer - Senior

Functional Responsibilities
Designs and develops software applications. Performs coding, debugging, testing and troubleshooting throughout the application development process. May provide consultation on complex projects. Works on advanced, complex technical projects or business issues requiring state of the art technical or industry knowledge. Works autonomously. Goals are generally communicated in solution or project goal terms. May provide a leadership role for the work group through knowledge in the area of specialization.

Minimum Required Education
Bachelors

Minimum Required Years of Experience
5

Certifications
None
38. Applications Systems Analyst/Programmer – Senior

Functional Responsibilities

Oversees the development or modification of applications programs. Designs procedures to solve complex application programming problems, taking computer equipment capacity and limitations, operating time, and form of desired results into consideration. Designs, codes, tests, debugs, and documents applications at the highest levels of complexity. Leads all phases of applications programming. Evaluates applications for quality assurance. Works on advanced, complex technical projects or business issues requiring state of the art technical or industry knowledge.

Minimum Required Education

Bachelors

Minimum Required Years of Experience

4

Certifications

None


Functional Responsibilities

Consults with client companies in order to evaluate and recommend technology solutions that will facilitate the accomplishment of the client's business goals. Analyzes the client's business strategy, operations, and current technology architecture in order to develop options for new technologies that will optimize the company's functions and business processes. Provides consultation regarding solutions planning, impact analysis, risk assessment, and budgeting. May provide financial analysis to determine ROI/ROA of proposed solutions. Typically reports to a manager or head of department. A specialist on complex technical and business matters.

Minimum Required Education

Bachelors

Minimum Required Years of Experience

3

Certifications

None

40. Database Analyst/Programmer - Intermediate

Functional Responsibilities

Designs, manages and maintains the company database of medium to high complexity. Evaluates and optimizes database configuration and access. Resolves database performance and capacity issues. Performs database recovery and back-up. Contributes to moderately complex aspects of a project.
**Minimum Required Education**
Bachelors

**Minimum Required Years of Experience**
4

**Certifications**
None

**41. Business Systems Specialist**

**Functional Responsibilities**
Reviews, analyzes, and evaluates user needs to create systems solutions that support overall business strategies. Documents system requirements defines scope and objectives and creates system specifications that drive system development and implementation. Incumbents function as a liaison between IT and users and have both business and technical expertise. Typically reports to a manager. Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature.

**Minimum Required Education**
Bachelors

**Minimum Required Years of Experience**
4

**Certifications**
None

**42. Database Analyst/ Programmer - Senior**

**Functional Responsibilities**
Provides all activities related to the administration of computerized databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. Designs, creates, and maintains databases in a client/server environment. Conducts quality control and auditing of databases in a client/server environment to ensure accurate and appropriate use of data. Advises users on access to various client/server databases. Designs, implements, and maintains complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applies knowledge and experience with database technologies, development methodologies, and front-end/back-end programming languages (e.g., SQL). Performs database programming and supports systems design. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, file design and storage, and integration of systems through database design.

**Minimum Required Education**
Bachelors
Minimum Required Years of Experience
5

Certifications
None

43. IT Subject Matter Specialist

Functional Responsibilities
Researches and analyzes complex issues surrounding the systems of an organization. Develops strategies or infrastructure level recommendations surrounding improving processes, efficiency and practices of the organization’s internal communications systems. Simulates and tests process improvements. Communicates changes and may provide training to impacted business units. A specialist on complex technical and business matters. Work is highly independent. May provide a leadership role for the work group through knowledge in the area of specialization.

Minimum Required Education
Bachelors

Minimum Required Years of Experience
6

Certifications
None

44. Project Manager - Senior

Functional Responsibilities
Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change. Meets financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.

Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques. Measure project performance using appropriate tools and techniques. Report and escalate to management as needed. Successfully manage the relationship with the client and all stakeholders. Performs risk management to minimize project risks.

Minimum Required Education
Bachelors

Minimum Required Years of Experience
8

Certifications
None. (PMP Certification preferred.)
45. Quality Assurance Analyst - Intermediate

**Functional Responsibilities**
Tracks the development process of a product or system from start to finish. Oversees the production and testing of each system component to ensure it meets appropriate standards before moving to the next phase.

**Minimum Required Education**
Bachelors

**Minimum Required Years of Experience**
4

**Certifications**
None

46. Business Systems Analyst - Senior

**Functional Responsibilities**
Reviews, analyzes, and evaluates user needs to create systems solutions that support overall business strategies. Documents system requirements defines scope and objectives and creates system specifications that drive system development and implementation. May supervise and guide lower-level business systems analysts. Incumbents function as a liaison between IT and users and have both business and technical expertise. Typically reports to a manager or head of a unit/department. Works on advanced, complex technical projects or business issues requiring state of the art technical or industry knowledge.

**Minimum Required Education**
Bachelors

**Minimum Required Years of Experience**
5

**Certifications**
None

47. Applications Systems Analyst/ Programmer - Intermediate

**Functional Responsibilities**
Evaluates, analyzes, and modifies moderately complex application programs. Codes, tests, debugs, documents, and maintains applications. Works on most phases of applications programming activities. Analyzes and resolves problems associated with applications. Detects, diagnoses, and reports related problems. Contributes to moderately complex aspects of a project.

**Minimum Required Education**
Bachelors
Minimum Required Years of Experience
3
Certifications
None

48. Database Manager

Functional Responsibilities
Manages the administration of an organization's database. Analyzes the organization's database needs and develops a long-term strategy for data storage. Establishes policies and procedures related to data security and integrity and monitors and limits database access as needed. Oversees the design, maintenance and implementation of the systems that manage an internal database. Ensures that project/department milestones/goals are met and adhering to approved budgets. Extensive knowledge of department processes.

Minimum Required Education
Bachelors

Minimum Required Years of Experience
6
Certifications
None

49. Quality Assurance Analyst - Senior

Functional Responsibilities
Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at predetermined points throughout the development life cycle. Responsible for review of work products, documentation, and resolution of quality issues.

Minimum Required Education
Bachelors

Minimum Required Years of Experience
6
Certifications
None

51. Senior Web Developer

Functional Responsibilities
Performs tasks requiring use of IT to advance the organization’s goals by creating websites for programs and projects. Tasks may include performing web development, computer programing and database integration; supporting data collection, statistical analysis and visualization of
progress towards achieving objectives; articulating and assisting the customer with defining and refining product requirements; and supporting Data and Information Management tasks.

Minimum Required Education
Bachelors

Minimum Required Years of Experience
5

Certifications
None

52. **Senior Database Analyst**

Functional Responsibilities
DBMS design and system analysis, current operating system software internals, and data manipulation techniques and languages. General experience includes increasing responsibilities in the development and maintenance of data base systems.

Minimum Required Education
Bachelors

Minimum Required Years of Experience
5

Certifications
None

53. **Records Analyst**

Functional Responsibilities
Contributes to the execution of a task by applying analytical techniques in the evaluation of data, using specialized skills and knowledge in a designated field. Areas of field include, but are not limited to, Freedom of Information Act (FOIA), Privacy Act (PI), declassification and quality assurance. Manage the flow of classified and/or unclassified correspondence. Performs comprehensive second tier reviews of agency appropriate material.

Minimum Required Education
Associates

Minimum Required Years of Experience
4

Certifications
None
54. Communications Support

Functional Responsibilities

Responsible for the creation of creative, informative and authoritative content across all marketing channels to engage specific demographics and customer personas. Performs duties related to marketing and advertising that include but are not limited to research analysis, communications planning and implementation, stakeholder engagement, branding and messaging, media relations, public relations, social marketing and change communications. Provides assistance to senior

Minimum Required Education

Bachelors

Minimum Required Years of Experience

5

Certifications

None

55. Office Management/Document Control

Functional Responsibilities

Provides critical support by managing schedule, travel, document control, correspondence files, and administration of the office (greets and escorts visitors, answers phone and routes calls, maintains supplies, prepares and routes executive correspondence.

Minimum Required Education

Associates

Minimum Required Years of Experience

2

Certifications

None

56. Senior Data Analyst/MS Access Programmer

Functional Responsibilities

Ensures data integrity and accuracy for key customer business processes. Supports design and conducts quantitative analysis for marketing, and customer acquisition initiatives. Identify, improve and implement validations, exception management and data synchronization routines for key customer operations processes. Automate business processes and provide business process managers with accurate and timely data. Supports Information Technology system development, data mapping and data architecture implementation. Create reports and data sets for use by management.

Minimum Required Education

Bachelors
Minimum Required Years of Experience

5

Certifications

None

57. Senior Policy Analyst

Functional Responsibilities

Provides advice/guidance for process improvement activities related to the administrative operations of federal civilian and military programs. Develops, coordinates, and improves program policies, standards, activities, and opportunities. Supervises, coordinates, and manages several aspects of projects including staffing, coordinating meetings, project and committee support, budget, and implementation of project activities. Coordinates cooperation across Government agencies, CIOs, and develops partnerships with nonprofit and private sectors. Has expertise in scientific, medical, and public health disciplines.

Minimum Required Education

Bachelors

Minimum Required Years of Experience

12

Certifications

None