GENERAL SERVICES ADMINISTRATION
Federal Supply Service

Authorized Federal Supply Schedule 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: GSAA Advantage.gov.

Multiple Award Schedule

FSC Group: Information Technology
FSC Class: D301; D302; D306; D307; D308; D310; D311; D313; D316; D317; D399

Contract number: GS-35F-598GA

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

Contract period: August 5, 2017 – August 4, 2022

Planned Systems International, Inc. (PSI)
10632 Little Patuxent Parkway, Suite 200
Columbia, MD 21044-6250
Phone: 443-832-5015 and Fax: 410-964-8001
Contact for Contract Administration: Kristalyynn M. Jackson and Email: PSIContracts@plan-sys.com
www.plan-sys.com

Business size: Other Than Small

Price list current as of Modification # PA-0009 effective November 6, 2020

Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION

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

<table>
<thead>
<tr>
<th>SINs</th>
<th>Cooperative Purchasing SINs</th>
<th>Recovery SINs</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>54151S STLOC</td>
<td>54151S RC</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>54151HEAL STLOC</td>
<td>54151HEAL RC</td>
<td>Health Information Technology Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLM STLOC</td>
<td>OLM/RC</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Pages 47-51 for Rate Tables

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Pages 4-47 for Labor Category Descriptions

2. Maximum order: $500,000.00

3. Minimum order: $100.00

4. Geographic coverage (delivery area). Worldwide

5. Point(s) of production (city, county, and State or foreign country). Same as Company Address

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

7. Quantity discounts: For SIN 54151S = 1% for orders $500,000.00 and over; For SIN 54151HEAL = 2%-18.5%, by line item, for orders $500,000.00 and over.

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days

9. Foreign items (list items by country of origin). Not Applicable

10a. Time of delivery. (Contractor insert number of days.) To Be Determined at the Task Order Level
10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor

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

10d. Urgent Requirements. Contact Contractor

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

12a. Ordering address(es). Same as Company Address

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es). Same as Company Address

14. Warranty provision. Not Applicable

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/. Not Applicable

23. Data Universal Number System (DUNS) number. 603571613

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM
1. Program Manager

**Functional Responsibility:** Organizes, directs, and manages large contract operation support functions, involving multiple, complex, and inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs.

**Required Experience:** Two years experience in managing large complex projects including at least 25 persons in subordinate groups in diverse locations with demonstrated capability in the overall management of contracts of similar type or complexity. Plus an additional four years of progressively responsible experience in a Government contracting environment.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

2. Project Manager

**Functional Responsibility:** Leads team on projects or significant segment of large complex projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. Provides applications systems analysis and programming activities for a Government site, facility or multiple locations. Prepares long and short-range plans for application selection, systems development, systems maintenance, and production activities and for necessary support resources. Oversees all aspects of projects.

**Required Experience:** Four years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

3. Task Manager

**Functional Responsibility:** Serves as the central point of contact for a particular delivery/task order and interfaces with the Government’s Technical Representative. Establishes and enforces procedures to assure that the task is performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

**Required Experience:** Three years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.
**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

4. **Junior Task Manager**

**Functional Responsibility:** Supports the task manager or project manager in completing subtasks and coordinating flow of information across the team. Make arrangement for task completion based on specifications of the project manager. Suggest strategies for achieving task goals to the project manager. Make the arrangement for task documentation on the recommendation and specification of the project manager and ensure that specifications are met.

**Required Experience:** Two years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.

5. **Project Management Office Manager**

**Functional Responsibility:** The PMO manager is responsible for the direction of project support staff and consolidation of company project information. Identify, analyzes, responds to and monitors project risks; determines prioritization of Program risks; maximizes the probability and impact of positive events and minimizes the probability and impact of adverse events. Develop communications documents detailing implementation progress for Senior Leadership, Boards, and Regulators, including regular reporting.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

6. **Program Analyst**

**Functional Responsibility:** Has knowledge in how to plan, analyze and evaluate the effectiveness of operating programs. Must be able to use source data to evaluate the effectiveness of programs and business processes. Must be able to use qualitative and quantitative analytical skills to assess the effectiveness of the operations.

**Required Experience:** Two years experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.
7. Project Control Specialist

**Functional Responsibility:** Supports the Project Manager or Program manager in development and monitoring of all financial management and administrative activities, such as budgeting, manpower and resource planning and financial reporting related to projects. Perform evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Supports the Project Manager or Program Manager in developing work breakdown structure.

**Required Experience:** One year experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

8. Scrum Master

**Functional Responsibility:** Guides the team and organization on how to use Agile/Scrum practices and values and to self-organize into Agile/Scrum frameworks. Facilitates discussion, decision making, and conflict resolution. Assists with internal and external communication. Support and educate the product owner.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

9. Subject Matter Expert I

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, logistics, provisioning, maintenance, transportation, personnel, financial management, and administration.

**Required Experience:** Five years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

10. Subject Matter Expert II

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for ADP systems. Subject matter functional expertise provided includes areas such as
information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to small teams of functional or technical personnel.

**Required Experience:** Seven years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

11. Subject Matter Expert III
**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

**Required Experience:** Nine years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

12. Subject Matter Expert IV
**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

**Required Experience:** Ten years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

13. Subject Matter Expert V
**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for programs, such as the development of preliminary
and detailed functional analysis, design, code development, technical architecture or other services required for ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

**Required Experience:** Twelve years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

14. Senior Quality Assurance Specialist

**Functional Responsibility:** Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. May be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements. Conducts audits and reviews/analyzes data and documentation. Develops and implements procedures and test plans for assuring quality in a system development environment which supports large databases and applications.

**Required Experience:** Four years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

15. Quality Assurance Specialist

**Functional Responsibility:** Serves as the focal point for maintaining the quality of contract deliverables. Develops plans and guidelines for quality assurance, instructs project staff in the principles of quality management and the specifics of quality programs for projects and tasks, and works with project leadership to implement quality assurance procedures. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.

**Required Experience:** Two years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

16. Security Engineer

**Functional Responsibility:** Implements, tests and operates advanced software security techniques in compliance with technical reference architecture. Perform on-going security testing and code review to
improve software security. Troubleshoot and debug issues that arise. Provide engineering designs for new software solutions to help mitigate security vulnerabilities. Contribute to all levels of the architecture. Maintain technical documentation. Consult team members on secure coding practices. Develop a familiarity with new tools and best practices.

**Required Experience:** Four years experience performing the duties described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

17. Senior Information Assurance/Security Specialist

**Functional Responsibility:** Develops and implements assurance/security standards and procedures. Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers’ requirements. Identifies, reports, and resolves security violations. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Performs analysis, design, and development of security features for information system architectures. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. Provides integration and implementation of the computer system security solution. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Ensures that all systems are functional and secure.

**Required Experience:** Six years experience including the development and implementation of information assurance/security programs for projects and tasks of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

18. Senior Information Technology Analyst

**Functional Responsibility:** Support, design, develop, enhance, and implement computer application systems and programs. Evaluate the performance of existing computer systems, plan and direct upgrades and improvements, troubleshoot problems and test and resolve issues. Provide recommendations to enhance systems and services. Utilizes logic development, coding, testing and integrating with C#, .NET, MS SharePoint, JAVA, SQL, HTML, XML, Javascript, UNIX and business intelligence reporting.

**Required Experience:** Six years experience in the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

19. Junior Information Technology Analyst

**Functional Responsibility:** Support, design, develop, enhance, and implement computer application systems and programs. Evaluate the performance of existing computer systems, plan and direct upgrades and improvements, troubleshoot problems and test and resolve issues. Provide recommendations to
enhance systems and services. Utilizes logic development, coding, testing and integrating with C#, .NET, MS SharePoint, JAVA, SQL, HTML, XML, Javascript, UNIX and business intelligence reporting.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.

20. GIS Specialist

**Functional Responsibility:** Develop, maintain and update Geographic Information System (GIS) databases; obtain data from city, state, federal and private sources; receive and review maps, land parcel records and engineering documents. Identify pertinent GIS information and convert data into proper GIS formats. Ensure accuracy and completeness; enter data into databases; and update essential GIS layers and databases. Create a variety of maps and GIS related documents. Provide expertise in GIS hardware and software products. Provide technical support to GIS users.

**Required Experience:** Four years experience in the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

21. Information Engineer

**Functional Responsibility:** Applies knowledge of computer concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution glancing specific project needs with economic constraints. Formulates systems design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

22. Senior Business Analyst

**Functional Responsibility:** Acquires an understanding of the needs, and facilitates the negotiation of requirements amongst multiple stakeholders. Identifies the current and future state business processes. Assists the stakeholders in envisioning the future and how their work will need to change to support the future. Creating, analyzing, and validating detailed functional specifications. Facilitating design sessions with the implementation team to define the solution. Delivering elements of systems design, including data migration rules, business rules, wireframes, or other detailed deliverables.

**Required Experience:** Four years experience performing the functions described above.
**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**23. Business Analyst**

**Functional Responsibility:** Acquires an understanding of the needs, and facilitates the negotiation of requirements amongst multiple stakeholders. Identifies the current and future state business processes. Assists the stakeholders in envisioning the future and how their work will need to change to support the future. Creating, analyzing, and validating detailed functional specifications. Facilitating design sessions with the implementation team to define the solution. Delivering elements of systems design, including data migration rules, business rules, wireframes, or other detailed deliverables.

**Required Experience:** Two years experience in the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**24. Senior Manpower Analyst**

**Functional Responsibility:** Conducts complex logical analysis of management problems and management information requirements and formulates mathematical models of problems for solutions by computer. Gathers, relates, and identifies data with variables in models by applying personal judgment and mathematical tests. Reviews operations and testing of models to insure adequacy, or determines needs for reformulation. Coordinates activity of other assigned personnel. Prepares written, non-technical reports to management, indicating solutions or range of possible alternatives in rank of desirability and probability of success.

**Required Experience:** Six years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**25. Manpower Analyst**

**Functional Responsibility:** Conducts complex logical analysis of management problems and management information requirements and formulates mathematical models of problems for solutions by computer. Gathers, relates, and identifies data with variables in models by applying personal judgment and mathematical tests. Reviews operations and testing of models to insure adequacy, or determines needs for reformulation. Coordinates activity of other assigned personnel. Prepares written, non-technical reports to management, indicating solutions or range of possible alternatives in rank of desirability and probability of success.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.
26. Process Modeler

**Functional Responsibility:** Provides extensive technical expertise in the creation and design of data models that support client needs. Knowledge of application development and process modeling 'best practices' as they apply to requirements, analysis and design. Translates business requirements into logical and physical process models, perform data analysis and assisting application developers.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

27. Enterprise Architect

**Functional Responsibility:** Provides high-level architectural expertise to managers and technical staff. Develops architectural products and deliverables for the enterprise and operational business lines in accordance with the strategy and goals of the organization. Develops strategy of system and the design infrastructure necessary to support that strategy. Advises on selection of technological purchases with regards to processing, data storage, data access, and applications development. Sets standards for the client/server relational database structure for the organization (SQL, ORACLE, SYBASE, etc.). Advises of feasibility of potential future projects to management. Tracks current plans that will require IT resources. Monitors and reviews the success of systems and ensures efficiency and effectiveness. Recommends future computer system technologies that will help in the improvement of business in the organization. Integrates IT solution systems for the business with the existing client systems.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

28. Systems Architect

**Functional Responsibility:** Establish requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale or other information systems. Design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensure these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and ISO reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of information management solution of the application platform, across the Application Program Interface (API), and the external environment/software application. Ensure that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluate analytically and systematically problems of workflows, organization, and planning and develop appropriate corrective action. Provide daily supervision and direction to staff.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.
experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

29. System Integration Engineer
Functional Responsibility: Determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions. Documents and demonstrates solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code. Prepares and installs solutions by determining and designing system specifications, standards, and programming. Improves operations by conducting systems analysis; recommending changes in policies and procedures. Obtains and licenses software by obtaining required information from vendors; recommending purchases; testing and approving products. Provides information by collecting, analyzing, and summarizing development and service issues. Develops software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

30. Computer Scientist
Functional Responsibility: Acts as a senior consultant in complex or mission critical client requirements. Develops, modifies, and applies computer modeling and programming applications to analyze and solve mathematical and scientific problems affecting information system and program performance. Participates in all phases of scientific and engineering projects such as research, design, development, testing, modeling, simulating, training, and documentation.

Required Experience: Four years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

31. Data Warehouse Administrator
Functional Responsibility: Coordinate the data administration technical function for both data warehouse development and maintenance. Facilitate change control, problem management, and communication among data architects, programmers, analysts, and engineers. Establish and enforce processes to ensure a consistent, well managed, and well integrated data warehouse infrastructure.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

32. Principal Data Base Systems Administrator
Functional Responsibilities: Applies current technology in providing MIS solutions. Provides highly technical expertise in providing business application solutions. Must have a comprehensive
understanding of hardware/software and communication environments such as: client/server technology, host/mainframe technology, IS, and related peripheral equipment. Specifies proper types of files organization, indexing methods, and security procedures. Advises contractor project teams on the design of complex databases (e.g., schema and subschema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements. Performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface, and increased user capability.

**Required Experience:** Six years experience in a complex, distributed, heterogeneous computing environments, which may involve different types of hardware platforms, operating systems applications, data base systems and network environments. Two years specific experience as a Data Base Systems Administrator on the target system.

**Required Education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

33. Master Database Specialist

**Functional Responsibility:** Provides all activities related to the administration of computerized information 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 (e.g., COGNOS)/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.

**Required Experience:** Eight years experience in logical and physical database design; four years experience writing structure software; and four years experience in structured analysis and design.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

34. Senior Database Specialist

**Functional Responsibility:** Provides all activities related to the administration of computerized information 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 (e.g., COGNOS)/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.

**Required Experience:** Six years experience in logical and physical database design; three years experience writing structure software; and three years experience in structured analysis and design.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 35. Data Analyst

**Functional Responsibility:** Assuring the integrity of data, including data extraction, storage, manipulation, processing and analysis. Collecting and collating appropriate data for usage in databases and conducting related research. Discussing business intelligence needs or information with external clients and internal staff. Coding accurately variables from original information or data and completing statistical analyses as required. Preparing and making presentations, monitoring and maintaining the quality nature of database systems. Analyzing data with standard statistical methods, interpreting the results, and providing written summary of data analyses.

**Required Experience:** Four years experience performing the functions described above

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 36. Principal Systems Analyst

**Functional Responsibility:** Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

**Required Experience:** Six years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.
37. **Senior Systems Analyst**

**Functional Responsibility:** Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

**Required Experience:** Four years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

38. **Systems Analyst**

**Functional Responsibility:** Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

**Required Experience:** Two years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

39. **Senior Applications Systems Analyst**

**Functional Responsibility:** Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Preares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering
releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

40. Applications Systems Analyst

**Functional Responsibility:** Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of software systems programming applications. Evaluates new and existing software products.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

41. Senior Applications Developer

**Functional Responsibility:** Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals.

**Required Experience:** Six years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant
experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

42. Applications Developer

**Functional Responsibility:** Designs, develops, enhances, debugs, and implements software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals.

**Required Experience:** Three years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

43. Principal SQL Developer

**Functional Responsibility:** Creates Extract, Transform, Load strategy based on data requirements. Prepares documentation and specifications. Skilled at optimizing large complicated SQL statements. Creates flexible data model. Designs SQL Data Warehouse. Ability to plan resource requirements from high level specifications. Familiar with SQL ETL Toolset and modern relational databases.

**Required Experience:** Eight years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

44. Senior SQL Developer

**Functional Responsibility:** Creates Extract, Transform, Load strategy based on data requirements. Prepares documentation and specifications. Skilled at optimizing large complicated SQL statements. Creates flexible data model. Designs SQL Data Warehouse. Ability to plan resource requirements from high level specifications. Familiar with SQL ETL Toolset and modern relational databases.

**Required Experience:** Six years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

45. Senior SharePoint Developer

**Functional Responsibility:** Leads design of SharePoint dashboards and portal based user requirements. Create a business performance / KPI dashboard in SharePoint with automated updates from relevant
business systems. Implement workflows with SharePoint InfoPath. Lead the development capability to provide the project with fast and efficient software development services and manage the pipeline of SharePoint work. Lead/Provide input into architectural decisions on SharePoint platform improvements and Streamlining.

**Required Experience:** Six years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

46. **SharePoint Developer**

**Functional Responsibility:** Builds and configures SharePoint websites using web UI or SharePoint Designer and develops code for SharePoint. Assists in project development, defining technical requirements and developing solutions; on-going support for applications; and designing and customizing SharePoint solutions. Develops applications around the core concepts of business process management, collaboration, business intelligence or enterprise content management. Plans and implements software version upgrade releases; troubleshoots and debugs SharePoint sites.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

47. **Web Designer**

**Functional Responsibility:** Designs and builds web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications.

**Required Experience:** Four years experience performing the functions described above

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

48. **System Programmer**

**Functional Responsibility:** Create and/or maintain operating systems, communications software, data base packages, compilers, assemblers, and utility programs. Modify existing software as well as create special-purpose software to ensure efficiency and integrity between systems and applications.

**Required Experience:** Four years experience in ADP systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant
experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

49. Master Configuration Management Specialist

**Functional Responsibility:** Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.

**Required Experience:** Six years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

50. Configuration Management Analyst

**Functional Responsibility:** Perform duties related to change, release, and build management for projects. Identify errors in the build and release process; recommend improvements. Create and maintain documentation for tools used to support configuration management.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

51. Master Network Specialist

**Functional Responsibility:** Provides technical guidance for directing and monitoring systems operations. Designs, builds, and implements network systems. Directs compilation of records and reports concerning network operations and maintenance. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions. Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Manages the purchase, testing, installation, and support of network communications, including LAN/MAN/WAN systems. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides assistance and oversight for all systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints. Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment on various platforms in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities. Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.
**Required Experience:** Six years experience in planning, designing and analyzing data or telecommunications networks. Demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC’s in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

52. Senior Network Specialist

**Functional Responsibility:** Provides technical guidance for directing and monitoring systems operations. Designs, builds, and implements network systems. Directs compilation of records and reports concerning network operations and maintenance. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions. Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Manages the purchase, testing, installation, and support of network communications, including LAN/MAN/WAN systems. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides assistance and oversight for all systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints. Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment on various platforms in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities. Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.

**Required Experience:** Four years experience in planning, designing and analyzing data or telecommunications networks. Demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC’s in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

53. Network Administrator

**Functional Responsibility:** Support the installation, implementation, troubleshooting, and maintenance of agency wide-area networks (WANs) and local-area networks (LANs). Assist in designing and
managing the WAN infrastructure and any processes related to the WAN. Provide Production Support of the Network, including: day-to-day operations, monitoring and problem resolution client Networks. Provide second level problem identification, diagnosis and resolution of problems. Support the dispatch of circuit and hardware vendors involved in the resolution process. Support the escalation and communication of status to agency management and internal customers. Possesses a working knowledge of various software systems and architectures, communications protocols: and network hardware devices.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 54. Network Administration Technician

**Functional Responsibility:** Experience conducting routine system administration tasks, logging data in system administration logs, and operating under the supervision of a System Administrator.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.

### 55. Hardware/Software Installation Technician

**Functional Responsibility:** Provide support to monitor, install and perform maintenance on personal computers, laptop computers, software, and networks. Provide support in responding to system user requests for assistance. Provide support for on-the-spot diagnostic evaluations, implementation of corrections, and training users in proper operation of systems and programs. Provide support to: install and provide basic support for approved PC software; perform upgrades to all computer platforms, train office staff on computers, maintain logs and inventory of equipment repairs, assist in administering all computer platforms as directed and assist in resolving any operations problems.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.

### 56. Systems Engineer

**Functional Responsibility:** Provides analysis related to the design, development, and integration of hardware, software, man-machine interfaces and all system level requirements to provide an integrated IT solution. Develops integrated system test requirement, strategies, devices and systems. Directs overall system level testing.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.
57. **Senior Test Engineer**

**Functional Responsibility:** Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware IT applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

58. **Test Engineer**

**Functional Responsibility:** Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware IT applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

59. **Junior Test Engineer**

**Functional Responsibility:** Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware IT applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

**Required Experience:** One year experience performing the functions described above.
**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.

**60. Training Specialist**  
**Functional Responsibility:** Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement. Develops and revises training courses. Prepares training catalogs and course materials. Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**61. Junior Training Specialist**  
**Functional Responsibility:** Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement. Develops and revises training courses. Prepares training catalogs and course materials. Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Required Experience:** One year experience performing the functions described above.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.

**62. Technical Writer**  
**Functional Responsibility:** Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production of the document. Ensures content is of high quality and conforms to standards.

**Required Experience:** One year professional experience in a position requiring development of structured written materials and visual aids.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.

**63. Administrative Assistant**  
**Functional Responsibility:** Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in a professional environment. Interfaces with personnel to coordinate...
meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Assists in budgetary, billing, and financial management. Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user reference manuals.

**Required Experience:** Two years experience in the support of office operations including the use of appropriate desktop technology.

**Required Education:** High school diploma or equivalency certificate.

### 64. Help Desk Specialist

**Functional Responsibility:** Provide phone, email, web, and in-person support to users in the areas of e-mail, directories, computer operating systems, desktop applications for all types of computer systems, and applications developed or deployed under the contract. Serve as the first point of contact for troubleshooting hardware/software, all types of computer systems (PC and Mac), and printer problems.

**Required Experience:** Two years experience in problem resolution of systems, electronic commerce and web hosting is preferred. Requires user proficiency with PC hardware, standard software, and specialized applications, and effective oral and written communication skills to explain technical situations, present information, and provide training. Knowledge of the office suite and desktop applications required.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering, business or related field. An additional two years of experience may be substitute for the degree requirement.

### Labor Categories Under SIN 54151HEAL:

#### 1. Health IT Program Manager

**Functional Responsibility:** Organizes, directs, and manages large health information technology contract operation support functions, involving multiple, complex, and inter-related project tasks. Manages teams of contract support personnel at multiple locations Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with health information technology program task schedules and costs.

**Required Experience:** Two years experience in managing large complex projects including at least 25 persons in subordinate groups in diverse locations with demonstrated capability in the overall management of contracts of similar type or complexity. Plus an additional four years of progressively responsible experience in a Government contracting environment.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

#### 2. Health IT Project Manager

**Functional Responsibility:** Leads team on health information technology projects or significant segment of large complex health information technology projects. Analyzes new and complex project
related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. Provides applications systems analysis and programming activities for a Government site, facility or multiple locations. Prepares long and short-range plans for health information technology application selection, systems development, systems maintenance, and production activities and for necessary support resources. Oversees all aspects of projects.

**Required Experience:** Four years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

3. **Health IT Task Manager**

**Functional Responsibility:** Serves as the central point of contact for a particular health information technology delivery/task order and interfaces with the Government’s Technical Representative. Establishes and enforces procedures to assure that the task is performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

**Required Experience:** Three years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

4. **Health IT Junior Task Manager**

**Functional Responsibility:** Supports the task manager or project manager in completing subtasks and coordinating flow of information across the team. Make arrangement for health information technology task completion based on specifications of the project manager. Suggest strategies for achieving task goals to the project manager. Make the arrangement for task documentation on the recommendation and specification of the project manager and ensure that specifications are met.

**Required Experience:** Two years experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.
5. Health IT Project Management Office Manager

**Functional Responsibility:** The PMO manager is responsible for the direction of project support staff and consolidation of company project information. Identify, analyzes, responds to and monitors project risks; determines prioritization of Program risks; maximizes the probability and impact of positive events and minimizes the probability and impact of adverse events. Develop communications documents detailing implementation progress for Senior Leadership, Boards, and Regulators, including regular reporting.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

6. Health IT Program Analyst

**Functional Responsibility:** Has knowledge in how to plan, analyze and evaluate the effectiveness of health information technology operating programs. Must be able to use source data to evaluate the effectiveness of programs and business processes. Must be able to use qualitative and quantitative analytical skills to assess the effectiveness of the operations.

**Required Experience:** Two years experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

7. Health IT Project Control Specialist

**Functional Responsibility:** Supports the Project Manager or Program manager in development and monitoring of all financial management and administrative activities, such as budgeting, manpower and resource planning and financial reporting related to health information technology projects. Perform evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Supports the Project Manager or Program Manager in developing health IT work breakdown structure.

**Required Experience:** One year of experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

8. Health IT Scrum Master

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical
architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, logistics, provisioning, maintenance, transportation, personnel, financial management, and administration.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

9. Health IT Subject Matter Expert I

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, logistics, provisioning, maintenance, transportation, personnel, financial management, and administration.

**Required Experience:** Five years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

10. Health IT Subject Matter Expert II

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to small teams of functional or technical personnel.

**Required Experience:** Seven years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

11. Health IT Subject Matter Expert III

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter
functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

**Required Experience:** Nine years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

12. **Health IT Subject Matter Expert IV**

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

**Required Experience:** Ten years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

13. **Health IT Subject Matter Expert V**

**Functional Responsibility:** Performs complex analysis and/or using specialized skills in support of systems engineering, development, or integration for health information technology programs, such as the development of preliminary and detailed functional analysis, design, code development, technical architecture or other services required for health information technology ADP systems. Subject matter functional expertise provided includes areas such as information technology disciplines, inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

**Required Experience:** Twelve years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

14. **Health IT Senior Quality Assurance Specialist**

**Functional Responsibility:** Provides development of health information technology project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the
contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process. May be responsible for all activities involving quality assurance and compliance with applicable regulatory requirements. Conducts audits and reviews/analyzes data and documentation. Develops and implements procedures and test plans for assuring quality in a health information technology system development environment which supports large databases and applications.

**Required Experience:** Four years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

15. Health IT Quality Assurance Specialist

**Functional Responsibility:** Draft health information technology quality assurance policies and procedures. Interpret and implement quality assurance standards. Devise sampling procedures and directions for recording and reporting quality health data. Review the implementation and efficiency of quality and inspection systems. Plan, conduct and monitor testing and inspection of materials and products to ensure finished product quality. Document internal audits and other quality assurance activities. Investigate customer complaints and non-conformance issues. Collect and compile statistical quality data. Analyze data to identify areas for improvement in the quality system.

**Required Experience:** Two years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

16. Health IT Security Engineer

**Functional Responsibility:** Implements, tests and operates advanced health information technology software security techniques in compliance with technical reference architecture. Perform on-going security testing and code review to improve software security. Troubleshoot and debug issues that arise. Provide engineering designs for new software solutions to help mitigate security vulnerabilities. Contribute to all levels of the health information technology architecture. Maintain technical documentation. Consult team members on secure coding practices. Develop a familiarity with new tools and best practices.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

17. Health IT Senior Information Assurance/Security Specialist

**Functional Responsibility:** Develops and implements health information technology assurance/security standards and procedures. Coordinates, develops, and evaluates security programs for an organization. Recommends health information assurance/security solutions to support customers’
requirements. Identifies, reports, and resolves security violations. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Performs analysis, design, and development of security features for health information system architectures. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. Provides integration and implementation of the computer system security solution. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Ensures that all health information technology systems are functional and secure.

Required Experience: Six years experience including the development and implementation of information assurance/security programs for projects and tasks of similar scope and complexity.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

18. Health IT Senior Information Technology Analyst

Functional Responsibility: Support, design, develop, enhance, and implement health information computer application systems and programs. Evaluate the performance of existing computer systems, plan and direct upgrades and improvements, troubleshoot problems and test and resolve issues. Provide recommendations to enhance health information technology systems and services. Utilizes logic development, coding, testing and integrating with C#, .NET, MS SharePoint, JAVA, SQL, HTML, XML, Javascript, UNIX and business intelligence reporting.

Required Experience: Six years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

19. Health IT Junior Information Technology Analyst

Functional Responsibility: Support, design, develop, enhance, and implement health information computer application systems and programs. Evaluate the performance of existing computer systems, plan and direct upgrades and improvements, troubleshoot problems and test and resolve issues. Provide recommendations to enhance health information technology systems and services. Utilizes logic development, coding, testing and integrating with C#, .NET, MS SharePoint, JAVA, SQL, HTML, XML, Javascript, UNIX and business intelligence reporting.

Required Experience: Two years experience performing the functions described above.

Required Education: Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

20. Health IT GIS Specialist

Functional Responsibility: Develop, maintain and update Geographic Information System (GIS) databases in a health information technology environment. Obtain data from city, state, federal and private sources; receive and review maps, land parcel records and engineering documents. Identify pertinent GIS information and convert data into proper GIS formats. Ensure accuracy and
completeness; enter data into databases; and update essential GIS layers and databases. Create a variety of maps and GIS related documents. Provide expertise in GIS hardware and software products. Provide technical support to GIS users.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

21. Health IT Information Engineer

**Functional Responsibility:** Applies knowledge of computer concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and health information technology management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution glancing specific project needs with economic constraints. Formulates health information technology systems design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

22. Health IT Senior Business Analyst

**Functional Responsibility:** Acquires an understanding of the needs, and facilitates the negotiation of requirements amongst multiple health information technology stakeholders. Identifies the current and future state business processes. Assists the stakeholders in envisioning the future and how their work will need to change to support the future. Creating, analyzing, and validating detailed functional specifications. Facilitating design sessions with the implementation team to define the solution. Delivering elements of systems design, including data migration rules, business rules, wireframes, or other detailed deliverables.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

23. Health IT Business Analyst

**Functional Responsibility:** Acquires an understanding of the needs, and facilitates the negotiation of requirements amongst multiple health information technology stakeholders. Identifies the current and future state business processes. Assists the stakeholders in envisioning the future and how their work will need to change to support the future. Creating, analyzing, and validating detailed functional specifications. Facilitating design sessions with the implementation team to define the solution.
Delivering elements of systems design, including data migration rules, business rules, wireframes, or other detailed deliverables.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

24. Health IT Senior Manpower Analyst

**Functional Responsibility:** Conducts complex logical analysis of health management problems and health management information requirements and formulates mathematical models of problems for solutions by computer. Gathers, relates, and identifies data with variables in models by applying personal judgment and mathematical tests. Reviews operations and testing of models to insure adequacy, or determines needs for reformulation. Coordinates activity of other assigned personnel. Prepares written, non-technical reports to management, indicating solutions or range of possible alternatives in rank of desirability and probability of success.

**Required Experience:** Six years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

25. Health IT Manpower Analyst

**Functional Responsibility:** Conducts complex logical analysis of health management problems and health management information requirements and formulates mathematical models of problems for solutions by computer. Gathers, relates, and identifies data with variables in models by applying personal judgment and mathematical tests. Reviews operations and testing of models to insure adequacy, or determines needs for reformulation. Coordinates activity of other assigned personnel. Prepares written, non-technical reports to management, indicating solutions or range of possible alternatives in rank of desirability and probability of success.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

26. Health IT Process Modeler

**Functional Responsibility:** Provides extensive technical expertise in the creation and design of data models that support client needs. Knowledge of application development and process modeling 'best practices' as they apply to requirements, analysis and design. Translates business requirements into logical and physical process models, perform data analysis and assisting application developers.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant
experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

27. Health IT Enterprise Architect

**Functional Responsibility:** Provides high-level architectural expertise to managers and technical staff. Develops architectural products and deliverables for the health information technology enterprise and operational business lines in accordance with the strategy and goals of the organization. Develops strategy of system and the design infrastructure necessary to support that strategy. Advises on selection of technological purchases with regards to processing, data storage, data access, and applications development. Sets standards for the client/server relational database structure for the organization (SQL, ORACLE, SYBASE, etc.). Advises of feasibility of potential future projects to management. Tracks current plans that will require health IT resources. Monitors and reviews the success of systems and ensures efficiency and effectiveness. Recommends future computer system technologies that will help in the improvement of business in the organization. Integrates IT solution systems for the business with the existing client systems.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

28. Health IT Systems Architect

**Functional Responsibility:** Establish health information technology requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale or other health information systems. Design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensure these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and ISO reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of information management solution of the application platform, across the Application Program Interface (API), and the external environment/software application. Ensure that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluate analytically and systematically problems of workflows, organization, and planning and develop appropriate corrective action. Provide daily supervision and direction to staff.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

29. Health IT System Integration Engineer

**Functional Responsibilities:** Determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions. Documents and demonstrates health information technology solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code. Prepares and installs solutions by determining and designing system specifications, standards, and programming. Improves operations by conducting systems
analysis; recommending changes in policies and procedures. Obtains and licenses software by obtaining required information from vendors; recommending purchases; testing and approving products. Provides information by collecting, analyzing, and summarizing development and service issues. Develops health information technology software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 30. Health IT Computer Scientist

**Functional Responsibilities:** Acts as a senior consultant in complex or mission critical client health information technology requirements. Develops, modifies, and applies computer modeling and programming applications to analyze and solve mathematical and scientific problems affecting health information system and program performance. Participates in all phases of scientific and engineering projects such as research, design, development, testing, modeling, simulating, training, and documentation.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 31. Health IT Data Warehouse Administrator

**Functional Responsibilities:** Coordinate the health information data administration technical function for both data warehouse development and maintenance. Facilitate change control, problem management, and communication among data architects, programmers, analysts, and engineers. Establish and enforce processes to ensure a consistent, well managed, and well integrated data warehouse infrastructure.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 32. Health IT Principal Data Base Systems Administrator

**Functional Responsibilities:** Applies current health information technology in providing MIS solutions. Provides highly technical expertise in providing business application solutions. Must have a comprehensive understanding of hardware/software and communication environments such as: client/server technology, host/mainframe technology, IS, and related peripheral equipment. Specifies proper types of files organization, indexing methods, and security procedures. Advises contractor project teams on the design of complex databases (e.g., schema and subschema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various health information technology data base systems. Provides expertise in data storage systems.
Develops backup and archival policies and procedures. Configures storage systems software to meet requirements. Performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface, and increased user capability.

**Required Experience:** Six years experience in a complex, distributed, heterogeneous computing environments, which may involve different types of hardware platforms, operating systems applications, database systems and network environments. Two years specific experience as a Data Base Systems Administrator on the target system.

**Required Education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 33. Health IT Master Database Specialist

**Functional Responsibilities:** Provides all activities related to the administration of computerized health information databases. Projects long-range requirements for database administration and design in conjunction with other managers in the health 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 health information technology databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applications knowledge and experience with database technologies, development methodologies, and front-end (e.g., COGNOS)/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.

**Required Experience:** Eight years experience in logical and physical database design; four years experience writing structure software; and four years experience in structured analysis and design.

**Required Education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering, or related scientific field. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 34. Health IT Senior Database Specialist

**Functional Responsibility:** Provides all activities related to the administration of computerized health information databases. Projects long-range requirements for database administration and design in conjunction with other managers in the health 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 health information technology databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Applications knowledge and experience with database technologies, development methodologies, and front-end (e.g., COGNOS)/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.
**Required Experience:** Six years experience in logical and physical database design; three years experience writing structure software; and three years experience in structured analysis and design.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

35. Health IT Data Analyst

**Functional Responsibility:** Assuring the integrity of health information technology data, including data extraction, storage, manipulation, processing and analysis. Collecting and collating appropriate data for usage in databases and conducting related research. Discussing business intelligence needs or information with external clients and internal staff. Coding accurately variables from original information or data and completing statistical analyses as required. Preparing and making presentations, monitoring and maintaining the quality nature of health information database systems. Analyzing data with standard statistical methods, interpreting the results, and providing written summary of data analyses.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

36. Health IT Principal Systems Analyst

**Functional Responsibility:** Applies knowledge of computer science principles, automated data processing functions, and software languages to develop health information technology solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with health information technology specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

**Required Experience:** Six years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Required Education:** Bachelor’s Degree in computer science, information systems management, mathematics, engineering or related scientific field. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

37. Health IT Senior Systems Analyst

**Functional Responsibility:** Applies knowledge of computer science principles, automated data processing functions, and software languages to develop health information technology solutions to user requirements. Provides direction on complex application problems involving all phases of system
analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with health information technology specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

**Required Experience:** Four years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 38. Health IT Systems Analyst

**Functional Responsibility:** Applies knowledge of computer science principles, automated data processing functions, and software languages to develop health information technology solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with health information technology specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

**Required Experience:** Two years experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 39. Health IT Senior Applications Systems Analyst

**Functional Responsibility:** Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex health information technology problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new health information technology software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating
system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of health information technology software systems programming applications. Evaluates new and existing software products.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 40. Health IT Applications Systems Analyst

**Functional Responsibility:** Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex health information technology problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications for programs. Assists in the design, development, testing, implementation, and documentation of new health information technology software and enhancements of existing applications. Works with project managers, developers, and end users to ensure application designs meet business requirements. Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents those programs. Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Assists all phases of health information technology software systems programming applications. Evaluates new and existing software products.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 41. Health IT Senior Applications Developer

**Functional Responsibility:** Designs, develops, enhances, debugs, and implements health information technology software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on health information technology projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals.

**Required Experience:** Six years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant
experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

42. Health IT Applications Developer

**Functional Responsibility:** Designs, develops, enhances, debugs, and implements health information technology software. Troubleshoots production problems related to software applications. Researches, tests, builds, and coordinates the conversion and/or integration of new products based on client requirements. Designs and develops new software products or major enhancements to existing software. Addresses problems of systems integration, compatibility, and multiple platforms. Consults with project teams and end users to identify application requirements. Performs feasibility analysis on potential future projects to management. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on health information technology projects. Instructs, assigns, directs, and checks the work of other software developers on development team. Participates in development of software user manuals.

**Required Experience:** Three years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

43. Health IT Principal SQL Developer

**Functional Responsibility:** Creates Extract, Transform, Load strategy based on health information technology data requirements. Prepares documentation and specifications. Skilled at optimizing large complicated SQL statements. Creates flexible data model. Designs SQL Data Warehouse. Ability to plan resource requirements from high level specifications. Familiar with SQL ETL Toolset and modern relational databases.

**Required Experience:** Eight years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

44. Health IT Senior SQL Developer

**Functional Responsibility:** Creates Extract, Transform, Load strategy based on health information technology data requirements. Prepares documentation and specifications. Skilled at optimizing large complicated SQL statements. Creates flexible data model. Designs SQL Data Warehouse. Ability to plan resource requirements from high level specifications. Familiar with SQL ETL Toolset and modern relational databases.

**Required Experience:** Six years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.
45. Health IT Senior SharePoint Developer

**Functional Responsibility:** Leads design of health information SharePoint dashboards and portal based user requirements. Create a business performance / KPI dashboard in SharePoint with automated updates from relevant health information technology business systems. Implement workflows with SharePoint InfoPath. Lead the development capability to provide the project with fast and efficient software development services and manage the pipeline of SharePoint work. Lead/Provide input into architectural decisions on SharePoint platform improvements and Streamlining.

**Required Experience:** Six years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

46. Health IT SharePoint Developer

**Functional Responsibility:** Builds and configures health information technology SharePoint websites using web UI or SharePoint Designer and develops code for SharePoint. Assists in project development, defining technical requirements and developing solutions; on-going support for applications; and designing and customizing SharePoint solutions. Develops health information technology applications around the core concepts of business process management, collaboration, business intelligence or enterprise content management. Plans and implements software version upgrade releases; troubleshoots and debugs SharePoint sites.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

47. Health IT Web Designer

**Functional Responsibility:** Designs and builds health information technology web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

48. Health IT System Programmer

**Functional Responsibility:** Create and/or maintain health information operating systems, communications software, data base packages, compilers, assemblers, and utility programs. Modify existing software as well as create special-purpose software to ensure efficiency and integrity between systems and applications.
Required Experience: Four years experience in ADP systems analysis, design, and or maintenance. Experience includes a broad range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

49. Health IT Master Configuration Management Specialist

Functional Responsibility: Provides health information technology configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.

Required Experience: Six years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

50. Health IT Configuration Management Analyst

Functional Responsibility: Perform duties related to change, release, and build management for health information technology projects. Identify errors in the build and release process; recommend improvements. Create and maintain documentation for tools used to support configuration management.

Required Experience: Two years experience performing the functions described above.

Required Education: Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

51. Health IT Master Network Specialist

Functional Responsibility: Provides technical guidance for directing and monitoring health information systems operations. Designs, builds, and implements network systems. Directs compilation of records and reports concerning network operations and maintenance. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions. Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Manages the purchase, testing, installation, and support of health information network communications, including LAN/MAN/WAN systems. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides assistance and oversight for all health information technology systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints. Supervises all personnel.
engaged in the operation and support of network facilities, including all communications equipment on various platforms in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities. Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.

**Required Experience:** Six years experience in planning, designing and analyzing data or telecommunications networks. Demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC’s in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**52. Health IT Senior Network Specialist**

**Functional Responsibility:** Provides technical guidance for directing and monitoring health information systems operations. Designs, builds, and implements network systems. Directs compilation of records and reports concerning network operations and maintenance. Troubleshoots network performance issues. Analyzes network traffic and provides capacity planning solutions. Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance. Manages the purchase, testing, installation, and support of health information network communications, including LAN/MAN/WAN systems. Performs system-level design and configuration of products including determination of hardware, OS, and other platform specifications. Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides assistance and oversight for all health information technology systems operations activities, including computer and telecommunications/communications operations, data entry, data control, LAN/MAN/WAN administration and operations support, operating systems programming, system security policy procedures, and/or web strategy and operations. Provides input to policy level discussions regarding standards and budget constraints. Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment on various platforms in large scale or multi-shift operations. Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities. Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.

**Required Experience:** Four years experience in planning, designing and analyzing data or telecommunications networks. Demonstrated knowledge of Ethernet, FDDI and a working knowledge of operating systems and protocols such as Novell, NT, UNIX, VINES and TCP/IP. Must have experience with network analysis/management tools and techniques and be familiar with PC’s in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant
experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

53. Health IT Network Administrator

**Functional Responsibility:** Support the installation, implementation, troubleshooting, and maintenance of agency wide-area networks (WANs) and local-area networks (LANs). Assist in designing and managing the WAN infrastructure and any processes related to the WAN. Provide Production Support of the Network, including: day-to-day operations, monitoring and problem resolution client Networks. Provide second level problem identification, diagnosis and resolution of problems. Support the dispatch of circuit and hardware vendors involved in the resolution process. Support the escalation and communication of status to agency management and internal customers. Possesses a working knowledge of various health information technology software systems and architectures, communications protocols: and network hardware devices.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

54. Health IT Network Administration Technician

**Functional Responsibility:** Experience conducting routine system health information technology administration tasks, logging data in system administration logs, and operating under the supervision of a System Administrator.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

55. Health IT Hardware/Software Installation Technician

**Functional Responsibility:** Provide support to monitor, install and perform maintenance on health information personal computers, laptop computers, software, and networks. Provide support in responding to system user requests for assistance. Provide support for on-the-spot diagnostic evaluations, implementation of corrections, and training users in proper operation of systems and programs. Provide support to: install and provide basic support for approved PC software; perform upgrades to all computer platforms, train office staff on computers, maintain logs and inventory of equipment repairs, assist in adminstering all computer platforms as directed and assist in resolving any operations problems.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

56. Health IT Systems Engineer

**Functional Responsibility:** Provides analysis related to the design, development, and integration of health information technology hardware, software, man-machine interfaces and all system level
requirements to provide an integrated health IT solution. Develops integrated system test requirement, strategies, devices and systems. Directs overall system level testing.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**57. Health IT Senior Test Engineer**

**Functional Responsibility:** Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure health information technology system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware health IT applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

**Required Experience:** Four years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**58. Health IT Test Engineer**

**Functional Responsibility:** Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure health information technology system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware health IT applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

**Required Experience:** Two years experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

**59. Health IT Junior Test Engineer**

**Functional Responsibility:** Evaluates, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure health information technology system requirements are met. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware health IT applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.
specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware health IT applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

**Required Experience:** One year of experience performing the functions described above.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

### 60. Health IT Training Specialist

**Functional Responsibility:** Assesses, designs, and conceptualizes health information technology training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement. Develops and revises health information technology training courses. Prepares training catalogs and course materials. Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Required Experience:** Two years total experience performing the functions described above.

**Required Education:** Bachelor’s Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associate’s Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelor’s Degree.

### 61. Health IT Junior Training Specialist

**Functional Responsibility:** Assesses, designs, and conceptualizes health information technology training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement. Develops and revises health information technology training courses. Prepares training catalogs and course materials. Trains personnel by conducting formal classroom courses, workshops, and seminars.

**Required Experience:** One year of experience performing the functions stated above.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

### 62. Health IT Technical Writer

**Functional Responsibility:** Writes a variety of health information technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production of the document. Ensures content is of high quality and conforms to standards.

**Required Experience:** One year professional experience in a position requiring development of structured written materials and visual aids.
**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

**63. Health IT Administrative Assistant**

**Functional Responsibility:** Responsible for developing, drafting, writing and editing reports, briefs, proposals, and other documents in a health information technology environment. Interfaces with personnel to coordinate meetings, maintain logs, records and files, provides end-user support, and performs general administrative duties. Assists in budgetary, billing, and financial management. Responsible for preparing and/or maintaining systems, programming and operations documentation, procedures and methods, including user reference manuals.

**Required Experience:** Two years experience in the support of office operations including the use of appropriate desktop technology.

**Required Education:** High School diploma or equivalency certificate.

**64. Health IT Help Desk Specialist**

**Functional Responsibility:** Provide phone, email, web, and in-person support to users in the areas of e-mail, directories, computer operating systems, desktop applications for all types of health information technology computer systems, and applications developed or deployed under the contract. Serve as the first point of contact for troubleshooting hardware/software, all types of computer systems (PC and Mac), and printer problems.

**Required Experience:** Two years experience in problem resolution of systems, electronic commerce and web hosting is preferred. Requires user proficiency with PC hardware, standard software, and specialized applications, and effective oral and written communication skills to explain technical situations, present information, and provide training. Knowledge of the office suite and desktop applications required.

**Required Education:** Associate Bachelor’s Degree in computer science, information systems, mathematics, engineering or related field. An additional two years of experience may be substitute for the degree requirement.

**NET GSA Hourly Rates SIN 54151S:**

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<thead>
<tr>
<th>Labor Categories SIN 54151S (including STLOC &amp; RC SINs)</th>
<th>NET GSA Hourly Rate</th>
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<tbody>
<tr>
<td>1. Program Manager</td>
<td>$159.95</td>
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<tr>
<td>2. Project Manager</td>
<td>$129.51</td>
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<tr>
<td>3. Task Manager</td>
<td>$114.17</td>
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<tr>
<td>4. Junior Task Manager</td>
<td>$81.98</td>
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<tr>
<td>5. Project Management Office Manager</td>
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<tr>
<td>6. Program Analyst</td>
<td>$69.66</td>
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<td>7. Project Control Specialist</td>
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<td>8. Scrum Master</td>
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<td>9. Subject Matter Expert I</td>
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<td>Subject Matter Expert V</td>
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<td>Senior Quality Assurance Specialist</td>
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<td>Quality Assurance Specialist</td>
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<td>Security Engineer</td>
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<td>17.</td>
<td>Senior Information Assurance/Security Specialist</td>
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<td>18.</td>
<td>Senior Information Technology Analyst</td>
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<td>19.</td>
<td>Junior Information Technology Analyst</td>
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<td>GIS Specialist</td>
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<td>Information Engineer</td>
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<td>22.</td>
<td>Senior Business Analyst</td>
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<td>Senior Manpower Analyst</td>
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<td>Manpower Analyst</td>
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<td>Process Modeler</td>
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<td>Data Warehouse Administrator</td>
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<td>Senior SharePoint Developer</td>
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<tr>
<td>62. Health IT Technical Writer</td>
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</tbody>
</table>
Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.