

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List



Schedule Title: Multiple Award Schedule
Federal Supply Group: Information Technology

A-TEK, Inc.

1430 Spring Hill Road., Suite 450
McLean, VA 22102
(p) 571-341-5466 (f) 703-443-0677
www.atekinc.com

Contract Administrator: Karen Tien-Sing-Young
kyoung@atekinc.com

Email: contracts@atekinc.com

Contract Number: [47QTCA19D00J1](#)
Period Covered by Contract: [08/15/19 – 08/14/24](#)
Business Size: [Small Business, Woman-Owned](#)

Pricelist current through Modification #**PS-0016** dated **06/27/2022**.

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

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

CUSTOMER INFORMATION:

1. Awarded Special Item Number(s):

SIN	Recovery	SIN Description
54151S	54151SRC	Information Technology Professional Services
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	OLMRC	Order Level Materials

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See pricing beginning on page 4.
- 1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 9.

2. Maximum Order: For SIN 54151S – \$500,000
For 541611 - \$1,000,000
For SIN OLM – \$250,000

3. Minimum Order: \$100

4. Geographic Coverage: Domestic

5. Point of Production: Same as company address

6. Prices Shown Herein are Net (discount deducted)

7. Quantity Discount: None

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

9. Foreign Items: None

10. Time of Delivery: As shown on specified Task Order.

10b. Expedited Delivery: Consult with Contractor

10c. Overnight/2-Day Delivery: Consult with Contractor

10d. Urgent Requirements: Consult with Contractor

11. FOB Point: Destination

12. a. Ordering Address: A-TEK, Inc.
1430 Spring Hill Road
Suite 450
McLean, VA 22102

b. 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:** A-TEK, Inc.
1430 Spring Hill Road
Suite 450
McLean, VA 22102
- 14. Warranty Provisions:** Standard Commercial Warranty.
- 15. Export Packing charges:** Not applicable
- 16. Terms and conditions of rental, maintenance, and repair:** Not applicable
- 17. Terms and conditions of installation:** Not applicable
- 18. Terms and conditions of repair parts:** Not applicable
- 19. Terms and conditions for any other services:** Not applicable
- 20. List of service and distribution points:** Not applicable
- 21. List of participating dealers:** Not applicable
- 22. Preventive maintenance:** Not applicable
- 22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**
Not applicable
- 22b.** Contact A-TEK for Section 508 compliance information. The EIT standards can be found at:
<http://www.section508.gov>. Not applicable
- 23. Unique Identifier Entity (UIE) Number:** HCCFTD1R3UL3
- 24.** A-TEK is registered in the System for Award Management (SAM) database



GSA Hourly Pricing for SIN 54151S/54151SRC

Labor Category	08/15/19 - 08/14/20		08/15/20 -08/14/21		08/15/21 -08/14/22		08/15/22 -08/14/23		08/15/23 -08/14/24	
	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate
Auditor/Accountant I	\$87.69	N/A	\$90.06	N/A	\$92.49	\$92.49	\$94.99	\$94.99	\$97.55	\$97.55
Auditor/Accountant II	\$98.80	N/A	\$101.47	N/A	\$104.21	\$104.21	\$107.02	\$107.02	\$109.91	\$109.91
Auditor/Accountant III	\$111.12	N/A	\$114.12	N/A	\$117.20	\$117.20	\$120.37	\$120.37	\$123.62	\$123.62
AutoCAD Operator I*	\$54.84	N/A	\$56.32	N/A	\$57.84	\$57.84	\$59.40	\$59.40	\$61.00	\$61.00
AutoCAD Operator II*	\$67.18	N/A	\$68.99	N/A	\$70.86	\$70.86	\$72.77	\$72.77	\$74.73	\$74.73
Business Process Re-engineer Manager	\$208.88	N/A	\$214.51	N/A	\$220.31	\$220.31	\$226.25	\$226.25	\$232.36	\$232.36
Business Process Re-engineer Manager II	\$201.81	N/A	\$207.26	N/A	\$212.85	\$212.85	\$218.60	\$218.60	\$224.50	\$224.50
Business Process Re-engineer Specialist	\$102.50	N/A	\$105.27	N/A	\$108.11	\$108.11	\$111.03	\$111.03	\$114.03	\$114.03
Cataloger	\$71.03	N/A	\$72.95	N/A	\$74.92	\$74.92	\$76.94	\$76.94	\$79.02	\$79.02
Clerical II*	\$36.87	\$55.76	\$37.87	\$57.26	\$38.89	\$58.81	\$39.94	\$60.39	\$41.02	\$62.02
Clerical III*	\$45.83	\$57.97	\$47.07	\$59.54	\$48.34	\$61.14	\$49.64	\$62.79	\$50.98	\$64.49
Clerical IV*	\$58.89	N/A	\$60.48	N/A	\$62.11	\$62.11	\$63.79	\$63.79	\$65.51	\$65.51
Communications Network Manager	\$99.18	N/A	\$101.86	N/A	\$104.61	\$104.61	\$107.43	\$107.43	\$110.33	\$110.33
Computer Operator II*	\$55.48	N/A	\$56.98	N/A	\$58.52	\$58.52	\$60.10	\$60.10	\$61.72	\$61.72
Computer Operator III*	\$62.56	N/A	\$64.25	N/A	\$65.98	\$65.98	\$67.77	\$67.77	\$69.60	\$69.60
Computer Operator IV	\$75.95	N/A	\$78.00	N/A	\$80.10	\$80.10	\$82.27	\$82.27	\$84.49	\$84.49
Computer Programmer I	\$67.65	N/A	\$69.47	N/A	\$71.35	\$71.35	\$73.27	\$73.27	\$75.25	\$75.25

Computer Programmer II	\$73.98	\$92.46	\$75.97	\$94.95	\$78.02	\$97.52	\$80.13	\$100.15	\$82.29	\$102.85
Computer Programmer III	\$79.61	\$96.16	\$81.76	\$98.76	\$83.97	\$101.42	\$86.23	\$104.16	\$88.56	\$106.97
Computer Programmer IV	\$91.09	N/A	\$93.55	N/A	\$96.07	\$96.07	\$98.67	\$98.67	\$101.33	\$101.33
Computer Security Specialist II	\$109.83	\$162.57	\$112.80	\$166.96	\$115.84	\$171.47	\$118.97	\$176.10	\$122.18	\$180.85
Computer Systems Analyst I	\$70.45	N/A	\$72.35	N/A	\$74.31	\$74.31	\$76.31	\$76.31	\$78.37	\$78.37
Computer Systems Analyst II	\$84.07	N/A	\$86.34	N/A	\$88.67	\$88.67	\$91.07	\$91.07	\$93.53	\$93.53
Computer Systems Analyst III	\$103.06	N/A	\$105.84	N/A	\$108.70	\$108.70	\$111.64	\$111.64	\$114.65	\$114.65
Computer Systems Analyst IV	\$139.11	\$169.07	\$142.87	\$173.64	\$146.72	\$178.32	\$150.68	\$183.14	\$154.75	\$188.08
COOP / DR Engineer III	N/A	\$205.53	N/A	\$211.08	\$216.78	\$216.78	\$222.63	\$222.63	\$228.64	\$228.64
COOP / DR Manager	\$169.07	\$217.99	\$173.64	\$223.88	\$178.32	\$229.92	\$183.14	\$236.13	\$188.08	\$242.51
Data Communications Specialist	\$80.27	N/A	\$82.44	N/A	\$84.67	\$84.67	\$86.95	\$86.95	\$89.30	\$89.30
Director	\$222.28	\$269.44	\$228.29	\$276.72	\$234.45	\$284.19	\$240.78	\$291.86	\$247.28	\$299.74
Financial Consultant	\$136.07	N/A	\$139.74	N/A	\$143.52	\$143.52	\$147.39	\$147.39	\$151.37	\$151.37
Functional Analyst	\$70.75	N/A	\$72.66	N/A	\$74.62	\$74.62	\$76.63	\$76.63	\$78.70	\$78.70
Hardware Specialist I	\$69.02	N/A	\$70.88	N/A	\$72.79	\$72.79	\$74.76	\$74.76	\$76.78	\$76.78
Hardware Specialist II	\$85.05	N/A	\$87.35	N/A	\$89.71	\$89.71	\$92.13	\$92.13	\$94.62	\$94.62
Hardware Specialist III	\$95.38	N/A	\$97.96	N/A	\$100.60	\$100.60	\$103.32	\$103.32	\$106.11	\$106.11
Hardware Specialist IV	\$128.62	N/A	\$132.10	N/A	\$135.66	\$135.66	\$139.33	\$139.33	\$143.09	\$143.09
Help Desk Manager	\$110.39	N/A	\$113.37	N/A	\$116.43	\$116.43	\$119.58	\$119.58	\$122.81	\$122.81
Help Desk Manager II	\$144.67	N/A	\$148.58	N/A	\$152.59	\$152.59	\$156.71	\$156.71	\$160.94	\$160.94
Help Desk Specialist	\$66.92	N/A	\$68.72	N/A	\$70.58	\$70.58	\$72.49	\$72.49	\$74.45	\$74.45
Help Desk Specialist III	\$105.54	N/A	\$108.39	N/A	\$111.32	\$111.32	\$114.32	\$114.32	\$117.41	\$117.41
Information Systems Architect	\$162.57	\$231.17	\$166.96	\$237.41	\$171.47	\$243.82	\$176.10	\$250.40	\$180.85	\$257.16
Key Entry Operator I*	\$36.78	N/A	\$37.77	N/A	\$38.79	\$38.79	\$39.84	\$39.84	\$40.92	\$40.92
Key Entry Operator II*	\$46.23	N/A	\$47.48	N/A	\$48.76	\$48.76	\$50.08	\$50.08	\$51.43	\$51.43
Librarian	\$73.86	N/A	\$75.85	N/A	\$77.90	\$77.90	\$80.00	\$80.00	\$82.16	\$82.16
Library Technician II*	\$67.25	N/A	\$69.07	N/A	\$70.94	\$70.94	\$72.85	\$72.85	\$74.82	\$74.82
Library Technician III	\$68.18	N/A	\$70.02	N/A	\$71.91	\$71.91	\$73.86	\$73.86	\$75.85	\$75.85

Management Consultant II	\$196.18	N/A	\$201.48	N/A	\$206.92	\$206.92	\$212.51	\$212.51	\$218.25	\$218.25
Management Consultant III	\$261.57	N/A	\$268.63	N/A	\$275.89	\$275.89	\$283.34	\$283.34	\$290.99	\$290.99
Microsoft Exchange SME	\$207.36	N/A	\$212.95	N/A	\$218.70	\$218.70	\$224.61	\$224.61	\$230.67	\$230.67
Network Technician I*	\$65.43	N/A	\$67.20	N/A	\$69.01	\$69.01	\$70.87	\$70.87	\$72.78	\$72.78
Network Technician II*	\$76.68	N/A	\$78.75	N/A	\$80.87	\$80.87	\$83.06	\$83.06	\$85.30	\$85.30
Network Technician III*	\$83.70	N/A	\$85.96	N/A	\$88.28	\$88.28	\$90.67	\$90.67	\$93.12	\$93.12
Network Technician IV	\$105.39	N/A	\$108.24	N/A	\$111.16	\$111.16	\$114.16	\$114.16	\$117.24	\$117.24
Principal Information Engineer	\$99.08	N/A	\$101.76	N/A	\$104.51	\$104.51	\$107.33	\$107.33	\$110.23	\$110.23
Principal Systems Architect	\$135.86	\$162.57	\$139.53	\$166.96	\$143.30	\$171.47	\$147.16	\$176.10	\$151.13	\$180.85
Program Manager	\$144.58	\$174.48	\$148.49	\$179.19	\$152.50	\$184.03	\$156.62	\$189.00	\$160.85	\$194.10
Project Control Specialist	\$39.96	\$89.23	\$41.04	\$91.64	\$42.15	\$94.11	\$43.29	\$96.65	\$44.46	\$99.26
Project Control Specialist II	N/A	\$104.91	N/A	\$107.74	\$110.65	\$110.65	\$113.64	\$113.64	\$116.71	\$116.71
Project Coordinator II	\$181.42	N/A	\$186.32	N/A	\$191.35	\$191.35	\$196.52	\$196.52	\$201.83	\$201.83
Project Manager	\$123.66	\$142.74	\$127.00	\$146.59	\$130.43	\$150.55	\$133.95	\$154.62	\$137.57	\$158.79
Quality Assurance Analyst	\$115.06	\$122.65	\$118.16	\$125.96	\$121.35	\$129.36	\$124.63	\$132.86	\$128.00	\$136.45
Quality Assurance Manager	\$148.40	\$117.94	\$152.41	\$121.12	\$156.53	\$124.39	\$160.75	\$127.75	\$165.09	\$131.20
Senior AutoCAD Manager III	\$190.06	N/A	\$195.20	N/A	\$200.47	\$200.47	\$205.88	\$205.88	\$211.44	\$211.44
Senior AutoCAD Specialist I	\$79.79	N/A	\$81.94	N/A	\$84.15	\$84.15	\$86.43	\$86.43	\$88.76	\$88.76
Senior AutoCAD Specialist II	\$92.36	N/A	\$94.86	N/A	\$97.42	\$97.42	\$100.05	\$100.05	\$102.75	\$102.75
Senior AutoCAD Specialist III	\$116.64	N/A	\$119.79	N/A	\$123.02	\$123.02	\$126.34	\$126.34	\$129.75	\$129.75
Senior Business Process Engineer Specialist	\$121.91	N/A	\$125.20	N/A	\$128.59	\$128.59	\$132.06	\$132.06	\$135.63	\$135.63
Senior Cataloger	\$83.21	N/A	\$85.45	N/A	\$87.76	\$87.76	\$90.13	\$90.13	\$92.56	\$92.56
Senior Database Analyst I	\$71.03	N/A	\$72.95	N/A	\$74.92	\$74.92	\$76.94	\$76.94	\$79.02	\$79.02
Senior Database Analyst II	\$84.07	N/A	\$86.34	N/A	\$88.67	\$88.67	\$91.07	\$91.07	\$93.53	\$93.53
Senior Database Analyst III	\$111.14	N/A	\$114.14	N/A	\$117.22	\$117.22	\$120.39	\$120.39	\$123.64	\$123.64
Senior Database Analyst IV	\$128.62	N/A	\$132.10	N/A	\$135.66	\$135.66	\$139.33	\$139.33	\$143.09	\$143.09
Senior Financial Consultant	\$178.13	N/A	\$182.94	N/A	\$187.88	\$187.88	\$192.95	\$192.95	\$198.16	\$198.16
Senior Functional Analyst	\$92.17	\$107.79	\$94.66	\$110.70	\$97.22	\$113.69	\$99.84	\$116.76	\$102.54	\$119.91
Senior Help Desk Specialist	\$93.81	N/A	\$96.34	N/A	\$98.94	\$98.94	\$101.61	\$101.61	\$104.35	\$104.35

Senior Information Engineer	\$86.85	N/A	\$89.19	N/A	\$91.60	\$91.60	\$94.07	\$94.07	\$96.61	\$96.61
Senior Information Systems Training Specialist	\$79.55	N/A	\$81.69	N/A	\$83.90	\$83.90	\$86.16	\$86.16	\$88.49	\$88.49
Senior Librarian	\$86.53	N/A	\$88.87	N/A	\$91.26	\$91.26	\$93.73	\$93.73	\$96.26	\$96.26
Senior Logistician	\$82.45	N/A	\$84.67	N/A	\$86.96	\$86.96	\$89.31	\$89.31	\$91.72	\$91.72
Senior Principal	\$295.88	\$280.21	\$303.87	\$287.78	\$312.07	\$295.55	\$320.50	\$303.53	\$329.15	\$311.73
Senior Program Control Specialist I	N/A	\$104.91	N/A	\$107.74	\$110.65	\$110.65	\$113.64	\$113.64	\$116.71	\$116.71
Senior Program Manager	\$169.09	\$187.87	\$173.66	\$192.94	\$178.35	\$198.15	\$183.16	\$203.50	\$188.11	\$208.99
Senior Project Manager	\$156.32	\$181.52	\$160.54	\$186.42	\$164.87	\$191.45	\$169.32	\$196.62	\$173.89	\$201.93
Senior Systems Architect	\$109.61	\$129.67	\$112.57	\$133.17	\$115.61	\$136.76	\$118.73	\$140.46	\$121.94	\$144.25
Senior Systems Engineer I	\$77.96	\$90.31	\$80.07	\$92.74	\$82.23	\$95.25	\$84.45	\$97.82	\$86.73	\$100.46
Senior Systems Engineer II	\$93.82	N/A	\$96.35	N/A	\$98.95	\$98.95	\$101.63	\$101.63	\$104.37	\$104.37
Senior Systems Engineer III	\$114.00	\$126.80	\$117.08	\$130.22	\$120.24	\$133.74	\$123.49	\$137.35	\$126.82	\$141.06
Senior Systems Engineer IV	\$141.27	\$169.07	\$145.09	\$173.64	\$149.00	\$178.32	\$153.03	\$183.14	\$157.16	\$188.08
Senior Voice/Data Communications Specialist	\$111.47	\$124.70	\$114.48	\$128.07	\$117.57	\$131.52	\$120.74	\$135.07	\$124.00	\$138.72
Senior W/M Software Analyst	\$162.57	N/A	\$166.96	N/A	\$171.47	\$171.47	\$176.10	\$176.10	\$180.85	\$180.85
Software Project Director/Work Management Software Architect	\$213.83	N/A	\$219.61	N/A	\$225.54	\$225.54	\$231.63	\$231.63	\$237.88	\$237.88
Supervisory Auditor/Accountant	\$117.94	N/A	\$121.12	N/A	\$124.39	\$124.39	\$127.75	\$127.75	\$131.20	\$131.20
System Technician I	\$46.01	N/A	\$47.25	N/A	\$48.53	\$48.53	\$49.84	\$49.84	\$51.19	\$51.19
System Technician II	\$51.04	N/A	\$52.42	N/A	\$53.83	\$53.83	\$55.29	\$55.29	\$56.78	\$56.78
System Technician III	\$69.63	N/A	\$71.51	N/A	\$73.44	\$73.44	\$75.42	\$75.42	\$77.46	\$77.46
System Technician IV	\$83.14	N/A	\$85.39	N/A	\$87.69	\$87.69	\$90.06	\$90.06	\$92.49	\$92.49
Systems Administrator	\$69.04	N/A	\$70.90	N/A	\$72.82	\$72.82	\$74.78	\$74.78	\$76.80	\$76.80
Systems Engineer I	\$54.93	N/A	\$56.42	N/A	\$57.94	\$57.94	\$59.50	\$59.50	\$61.11	\$61.11
Systems Engineer II	\$93.82	N/A	\$96.35	N/A	\$98.95	\$98.95	\$101.63	\$101.63	\$104.37	\$104.37
Technical Information Specialist I*	\$70.62	N/A	\$72.53	N/A	\$74.49	\$74.49	\$76.50	\$76.50	\$78.57	\$78.57
Technical Information Specialist II	\$87.05	N/A	\$89.40	N/A	\$91.81	\$91.81	\$94.29	\$94.29	\$96.84	\$96.84
Technical Information Specialist III	\$106.57	\$124.70	\$109.45	\$128.07	\$112.41	\$131.52	\$115.44	\$135.07	\$118.56	\$138.72

Technical Information Specialist IV	\$137.04	\$0.00	\$140.74	\$0.00	\$144.54	\$144.54	\$148.44	\$148.44	\$152.45	\$152.45
Technical Writer I	\$68.18	N/A	\$70.02	N/A	\$71.91	\$71.91	\$73.86	\$73.86	\$75.85	\$75.85
Technical Writer II	\$74.83	N/A	\$76.85	N/A	\$78.92	\$78.92	\$81.06	\$81.06	\$83.25	\$83.25
Technical Writer III	\$97.66	N/A	\$100.30	N/A	\$103.00	\$103.00	\$105.79	\$105.79	\$108.65	\$108.65
Technical Writer IV	\$172.98	N/A	\$177.66	N/A	\$182.45	\$182.45	\$187.38	\$187.38	\$192.44	\$192.44
Training Instructor	\$139.02	N/A	\$142.78	N/A	\$146.63	\$146.63	\$150.59	\$150.59	\$154.66	\$154.66
Training Instructor/Course Developer	\$129.67	\$130.64	\$133.17	\$134.17	\$136.76	\$137.79	\$140.46	\$141.51	\$144.25	\$145.33
Training Specialist	\$76.69	N/A	\$78.76	N/A	\$80.88	\$80.88	\$83.07	\$83.07	\$85.31	\$85.31
Voice/Data Communications Specialist	\$92.12	N/A	\$94.61	N/A	\$97.16	\$97.16	\$99.79	\$99.79	\$102.48	\$102.48
Work Management Software Analyst	\$155.52	N/A	\$159.72	N/A	\$164.04	\$164.04	\$168.47	\$168.47	\$173.02	\$173.02
Work Management Software Applications Developer	\$124.70	N/A	\$128.07	N/A	\$131.52	\$131.52	\$135.07	\$135.07	\$138.72	\$138.72
Work Management Software Implementation Specialist	\$115.92	\$135.86	\$119.05	\$139.53	\$122.27	\$143.30	\$125.57	\$147.16	\$128.96	\$151.13
Work Management Software Project Technical Leader	\$139.02	\$169.07	\$142.78	\$173.64	\$146.63	\$178.32	\$150.59	\$183.14	\$154.66	\$188.08

**Awarded by GSA as Non-Professional, Service Contract Act labor categories.*



GSA Hourly Pricing for SIN 541611/541611RC

Labor Category	08/15/21 -08/14/22		08/15/22 -08/14/23		08/15/23 -08/14/24	
	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate	Gov't. Site Rate	Ctr Site Rate
Consultant	\$118.53	\$118.53	\$120.90	\$120.90	\$123.32	\$123.32
Management Consultant I	\$124.72	\$124.72	\$127.21	\$127.21	\$129.75	\$129.75
Management Consultant III	\$166.30	\$166.30	\$169.63	\$169.63	\$173.02	\$173.02
Management Consultant IV	\$176.68	\$176.68	\$180.21	\$180.21	\$183.81	\$183.81
Sr. Management Consultant I	\$200.53	\$200.53	\$204.54	\$204.54	\$208.63	\$208.63
Sr. Management Consultant II	\$214.35	\$214.35	\$218.64	\$218.64	\$223.01	\$223.01
Sr. Management Consultant III	\$269.67	\$269.67	\$275.06	\$275.06	\$280.56	\$280.56
Sr. Management Consultant IV	\$390.68	\$390.68	\$398.49	\$398.49	\$406.46	\$406.46
Quality Administration Assistant	\$92.63	\$108.25	\$94.48	\$110.42	\$96.37	\$112.63

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Awards Schedule and all services provided. While no specific labor categories for this SIN have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and / or when the contractor adds SCLS labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Special Item Number 54151S – IT Professional Services Labor Category Descriptions

Auditor/Accountant I

Functional Responsibilities: Performs the individual audit or work plan tasks under the direct supervision of the senior auditor. Prepares audit workpapers and supporting documentation for audit exceptions and/or findings.

Minimum Education: Bachelors

Minimum Experience: 2 years

Auditor/Accountant II

Functional Responsibilities: Supervises and directs junior auditors in the performance of audit procedures specified in the audit plan. Exercises supervisory role over field personnel and reviews work products during the conduct of the audit for proper documentation. Summarizes the results of the audit review for consideration of the supervisory auditor for inclusion into the draft report.

Minimum Education: Bachelors

Minimum Experience: 3 years

Auditor/Accountant III

Functional Responsibilities: Responsible for major segments of the audit or engagement. Supervises and directs the efforts of the other auditors in the performance of the procedures specified in the audit or project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the engagement for proper documentation. Summarizes the results of the engagement for consideration by the supervisory auditor for inclusion in the draft response.

Minimum Education: Bachelors

Minimum Experience: 4 years

AutoCAD Operator I

Functional Responsibilities: Creates original AutoCAD drawings from sketches or red-lined architectural drawings. Creates electrical and telecommunications network schematics that accurately depict fiber optic cable, Category 5 data networks, Category 3 voice networks, broadband, baseband, CCTV, audio networks, etc. Modifies existing AutoCAD drawings to reflect as-built red line changes.

Minimum Education: Associates

Minimum Experience: 1 year

AutoCAD Operator II

Functional Responsibilities: Creates original AutoCAD drawings from sketches or red-lined architectural drawings. Creates electrical and telecommunications network schematics that accurately depict fiber optic cable, Category 5 data networks, Category 3 voice networks, broadband, baseband, CCTV, audio networks, etc. Modifies existing AutoCAD drawings to reflect as-built red line changes.

Minimum Education: Associates

Minimum Experience: 2 years

Business Process Re-engineering Manager

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Process Reengineering staff and other team members.

Minimum Education: Masters

Minimum Experience: 10 years

Business Process Re-engineering Manager II

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Process Reengineering staff and other team members.

Minimum Education: Masters

Minimum Experience: 12 years

Business Process Re-engineering Specialist

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements.

Minimum Education: Bachelors

Minimum Experience: 4 years

Cataloger

Functional Responsibilities: Responsible for bibliographic description of new materials acquired for the collection, using copy cataloging and item creation. Accessing cataloging databases to retrieve copy cataloging records for use in local systems. Access using Internet or other telecommunication devices. Have familiarity with current cataloging procedures and standard descriptive schemes. Must be able to work with authority control functionality in online, integrated library systems. Provides data analysis and conversion expertise when required.

Minimum Education: Bachelors

Minimum Experience: 2 years

Clerical II

Functional Responsibilities: Directly supports management by providing general office functions, which include typing correspondence; filing, answering telephones and assisting other administrative support as necessary.

Minimum Education: Associates

Minimum Experience: 2 years

Clerical III

Functional Responsibilities: Directly supports management by providing general office functions, which include typing correspondence; filing, answering telephones and assisting other administrative support as necessary.

Minimum Education: Associates

Minimum Experience: 3 years

Clerical IV

Functional Responsibilities: Directly supports management by providing general office functions, which include typing correspondence; filing, answering telephones and assisting other administrative support as necessary.

Minimum Education: Associates

Minimum Experience: 4 years

Communications Network Manager

Functional Responsibilities: Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, and provides technical expertise for performance and configuration of networks. Performs general LAN/MAN/WAN administration, provides technical leadership in the integration and test of complex large-scale computer integrated networks. Supervises staff.

Minimum Education: Bachelors

Minimum Experience: 4 years

Computer Operator II

Functional Responsibilities: Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation, which may be mainframe, mini, or client/server based or peripheral equipment.

Minimum Education: Associates

Minimum Experience: 1 year

Computer Operator III

Functional Responsibilities: Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation, which may be mainframe, mini, or client/server based or peripheral equipment.

Minimum Education: Associates

Minimum Experience: 18 months

Computer Operator IV

Functional Responsibilities: Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation, which may be mainframe, mini, or client/server based or peripheral equipment.

Minimum Education: Associates

Minimum Experience: 2 years

Computer Programmer I

Functional Responsibilities: Assists with the analysis of information requirements. Aids in the evaluation of problems with workflow, organization, and planning and helps develop appropriate corrective action.

Minimum Education: Bachelors

Minimum Experience: 0

Computer Programmer II

Functional Responsibilities: Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists Applications Engineer and Applications Programmer to interpret software requirements and design specifications to code and integrate and test software components.

Minimum Education: Bachelors

Minimum Experience: 1 year

Computer Programmer III

Functional Responsibilities: Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

Minimum Education: Bachelors

Minimum Experience: 2 years

Computer Programmer IV

Functional Responsibilities: Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

Minimum Education: Bachelors

Minimum Experience: 5 years

Computer Security Specialist II

Functional Responsibilities: Provide support to plan, coordinate, and implement the organization's information security. Provide support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of firewall and other related security issues on LANs/WANs. A working knowledge of several of the following areas is required: understanding of business security practices and procedures; knowledge of current security tools available; hardware/software firewalls and their implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products (ex. - DNS, RSA, Smartcard, Cyberguard, BBN, TimeStep), and current Internet/EC technology.

Minimum Education: Bachelors

Minimum Experience: 5 years

Computer Systems Analyst I

Functional Responsibilities: Analyzes information requirements. Evaluates analytically and systematically problems of workflows, organization, and planning and assists senior level Computer Systems Analyst to develop appropriate corrective action. Help develop plans for automated information systems from project inception to conclusion. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with senior level analysts and programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

Minimum Education: Associates

Minimum Experience: 0

Computer Systems Analyst II

Functional Responsibilities: Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

Minimum Education: Associates

Minimum Experience: 1 year

Computer Systems Analyst III

Functional Responsibilities: Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

Minimum Education: Bachelors

Minimum Experience: 3 years

Computer Systems Analyst IV

Functional Responsibilities: Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed

flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

Minimum Education: Bachelors

Minimum Experience: 6 years

Continuity of Operations Plan/Disaster Recovery Engineer III

Functional Responsibilities: Leads complex DR and data center assessments for disaster recovery solution recommendations and implementations; specializes in Dr/COOP design architecture based on the critical nature of the applications to support customer missions; identifies appropriate solutions to fit each customer specifics; serves as the Technical Point of Contact for issue resolution of customer issues; and provides pre- sales technical support in the form of presentations, white papers, and client meetings.

Minimum Education: Bachelors

Minimum Experience: 3 years

Continuity of Operations Plan/Disaster Recovery Manager

Functional Responsibilities: Specializes in data center operations and all associated business continuity and disaster recovery solutions; well versed in the risks inherent to disaster recovery; manages projects; serves as primary technical interface with Government program management and technical personnel for delivery order performance; oversees delivery order performance; ensures deliverable quality; and reports schedule, cost and execution performance.

Minimum Education: Bachelors

Minimum Experience: 4 years

Data Communications Specialist

Functional Responsibilities: Analyzes network characteristics and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers.

Minimum Education: Associates

Minimum Experience: 3 years

Director

Functional Responsibilities: Manages and supervises the design, development, and implementation of enterprise-wide, high-level, or large-scale information systems. Responsible for all aspects of the task to include planning, analysis, design, implementation, and testing of information systems. Ensures these systems are in compliance with task or specifications and government requirements. Provides direction and supervision to other management and technical staff.

Minimum Education: Masters

Minimum Experience: 12 years

Financial Consultant

Functional Responsibilities: Manages the overall performance of the engagement. Ensures that the goals and objectives of the engagement are accomplished within the prescribed timeframe and funding parameters. Provides updates on the progress of the engagement to the Financial Senior Consultant and issues the final report. Conducts quality control inspections and reviews.

Minimum Education: Bachelors

Minimum Experience: 8 years

Functional Analyst

Functional Responsibilities: Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

Minimum Education: Bachelors

Minimum Experience: 5 years

Hardware Specialist I

Functional Responsibilities: Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

Minimum Education: Associates

Minimum Experience: 6 months

Hardware Specialist II

Functional Responsibilities: Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

Minimum Education: Associates

Minimum Experience: 1 year

Hardware Specialist III

Functional Responsibilities: Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

Minimum Education: Associates

Minimum Experience: 5 years

Hardware Specialist IV

Functional Responsibilities: Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

Minimum Education: Bachelors

Minimum Experience: 6 years

Help Desk Manager

Functional Responsibilities: Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop

applications, and applications developed or deployed under this contract. These personnel serve as the first point of contact for troubleshooting hardware/software PC and printer problems.

Minimum Education: Bachelors

Minimum Experience: 5 years

Help Desk Manager II

Functional Responsibilities: Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. These personnel serve as the first point of contact for troubleshooting hardware/software PC and printer problems.

Minimum Education: Bachelors

Minimum Experience: 7 years

Help Desk Specialist I

Functional Responsibilities: Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

Minimum Education: Associates

Minimum Experience: 1 year

Help Desk Specialist III

Functional Responsibilities: Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

Minimum Education: Bachelors

Minimum Experience: 2 years

Information Systems Architect

Functional Responsibilities: Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs 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. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards.

Minimum Education: Masters

Minimum Experience: 10 years

Key Entry Operator I

Functional Responsibilities: Performs daily entry via on-line data terminal, key-to-tape, key-to-disk, or similar device. Verifies data entered, where applicable.

Minimum Education: Associates

Minimum Experience: 1 year

Key Entry Operator II

Functional Responsibilities: Performs daily entry via on-line data terminal, key-to-tape, key-to-disk, or similar device. Verifies data entered, where applicable.

Minimum Education: Associates

Minimum Experience: 2 years

Librarian

Functional Responsibilities: Provides independent and complex technical library assistance of a specialized nature utilizing IT systems to manage work requests and generate reports on a daily basis to support daily workload. Coordinates, directs, and participates in major support activities of the library such as circulation, technical services, or serials.

Minimum Education: Bachelors

Minimum Experience: 1 year

Library Technician II

Functional Responsibilities: Under the direction of an assigned supervisor, perform a wide variety of complex and difficult paraprofessional library/media center activities and assist in directing a major unit of library/media center operations and activities. Utilize IT systems to generate reports on a daily basis to support daily workload. Provides data analysis and conversion expertise. Performs analysis tasks as required to gather required information to enable systems designs to be performed. Assists with providing supervision and direction to staff working in the same subject areas.

Minimum Education: Associates

Minimum Experience: 2 years

Library Technician III

Functional Responsibilities: Routinely process incoming work requests using IT systems and generate reports to support daily workload. Routinely process incoming work requests using IT systems and generate reports leveraging various databases, to support daily workload. Will assist the library staff in staff scheduling, supply purchases and electronic reference resource selection. Will assist the professional technical services staff in a variety of functions, including: bibliographic data entry; collection development, acquisitions & fund accounting; serials check-in, routing, binding & claiming; and stacks maintenance, shelving, weeding & collection shifts. Provides minimal supervision and direction to other support staff employed in the same work areas.

Minimum Education: Associates

Minimum Experience: 3 years

Management Consultant II

Functional Responsibilities: Proficient in analysis and definition of business needs, applying methodologies, support of program management, exposure to client issues, and development of project deliverables. Provides assistance on completing work plan activities, analyzes relevant data and information, and institutes and supports business solutions. Other experience includes process improvement diagnoses, process modeling and documentation, benchmarking activities, and exposure to change management principles. Provides analytical and program support and is focused on high performance work and understands Agency business needs. Regarding consulting services, this position completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and

methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May also participate in organizational assessments, and performance measures and indicators.

Minimum Education: Bachelors

Minimum Experience: 10 years

Management Consultant III

Functional Responsibilities: Proficient in analysis and definition of business needs, applying methodologies, support of program management, exposure to client issues, and development of project deliverables. Provides assistance on completing work plan activities, analyzes relevant data and information, and institutes and supports business solutions. Other experience includes process improvement diagnoses, process modeling and documentation, benchmarking activities, and exposure to change management principles. Provides analytical and program support and is focused on high performance work and understands Agency business needs. Regarding consulting services, this position completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May also participate in organizational assessments, and performance measures and indicators.

Minimum Education: Masters

Minimum Experience: 12 years

Microsoft Exchange Subject Matter Expert (SME)

Functional Responsibilities: Provide Microsoft Exchange expertise and technical support to facilitate the migration of legacy email systems. Duties to include:

- Identify technical dependencies and issues that impact migration
- Identify options/solutions to address dependencies and issues to maintain schedule
- Implement solutions and work a rounds to dependencies/issues in client environment if necessary
- Point of escalation to address issues during migration
- Participate in client meetings to schedule and coordinate migration
- Develop architecture/interface diagrams as necessary client issues and feedback.

Minimum Education: Bachelors

Minimum Experience: 4 years

Network Technician I

Functional Responsibilities: Conducts site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports.

Minimum Education: Associates

Minimum Experience: 1 year

Network Technician II

Functional Responsibilities: Conducts site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports.

Minimum Education: Associates

Minimum Experience: 2 years

Network Technician III

Functional Responsibilities: Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support.

Minimum Education: Associates

Minimum Experience: 3 years

Network Technician IV

Functional Responsibilities: Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support.

Minimum Education: Associates

Minimum Experience: 4 years

Principal Information Engineer

Functional Responsibilities: Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.

Minimum Education: Bachelors

Minimum Experience: 6 years

Principal Systems Architect

Functional Responsibilities: Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs 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. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards. Ensures that the common operating environment is TAFIM compliant.

Minimum Education: Masters

Minimum Experience: 7 years

Program Manager

Functional Responsibilities: Serves as the contractor's single contract manager and shall be the authorized interface with the contract level Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates.

Minimum Education: Bachelors

Minimum Experience: 10 years

Project Control Specialist

Functional Responsibilities: Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex 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. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

Minimum Education: Bachelors

Minimum Experience: 6 years

Project Control Specialist II

Functional Responsibilities: Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex 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. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

Minimum Education: Bachelors

Minimum Experience: 8 years

Project Coordinator II

Functional Responsibilities: Provide project management support to coordinate migration of multiple legacy email systems to the Agency EMS (Enterprise Messaging System) or equivalent. Duties to include:

- Point of contact for client migration
- Develop and update of MS project plan
- Interface with client IT management and technical staff to schedule migration in accordance with master integrated project plan

- Participate and lead meetings with client to review and finalize migration plan and other documentation
- Identify all project dependencies and develop resolution and/or work a round to maintain schedule
- Draft and finalize (based on client and other input) the Communications Plan, Migration Schedule, Risk/Mitigations, etc.
- Participate in regular client and operations conference calls and meetings
- Point of escalation for facilitate resolutions to issues/incidents during migration
- Take meeting notes and define/track action items

Minimum Education: Bachelors

Minimum Experience: 4 years

Project Manager

Functional Responsibilities: Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner.

Minimum Education: Bachelors

Minimum Experience: 8 years

Quality Assurance Analyst

Functional Responsibilities: Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards / requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

Minimum Education: Bachelors

Minimum Experience: 6 years

Quality Assurance Manager

Functional Responsibilities: Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.

Minimum Education: Bachelors

Minimum Experience: 8 years

Senior AutoCAD Manager III

Functional Responsibilities: Certified in ARCHIBUS or equivalent; expert level command of various MS Office products as well as Crystal Reports Professional Edition; specializes in CAD floor plan

drawings and managing facility real property data and experienced in using CAFM Systems, as well as technical experience using AutoCAD; experienced in team/project leadership.

Minimum Education: Masters

Minimum Experience: 10 years

Senior AutoCAD Specialist I

Functional Responsibilities: Thorough understanding of AutoCAD and various MS Office products; specializes in facility data and drawings, as well as data change events and associated document management; experienced in team/project leadership.

Minimum Education: Bachelors

Minimum Experience: 4 years

Senior AutoCAD Specialist II

Functional Responsibilities: Thorough understanding of AutoCAD and various MS Office products; specializes in facility data and drawings, as well as data change events and associated document management; experienced in team/project leadership.

Minimum Education: Bachelors

Minimum Experience: 7 years

Senior AutoCAD Specialist III

Functional Responsibilities: Thorough understanding of AutoCAD and various MS Office products; specializes in facility data and drawings, as well as data change events and associated document management; experienced in team/project leadership.

Minimum Education: Bachelors

Minimum Experience: 10 years

Senior Business Process Engineering Specialist

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Process Reengineering Specialist.

Minimum Education: Masters

Minimum Experience: 8 years

Senior Cataloger

Functional Responsibilities: Responsible for bibliographic description of new materials acquired for the collection, using copy cataloging, original cataloging, holdings, and item creation. Maintaining the bibliographic integrity of the ILS system, performing file maintenance, performing inventory of collection components, answering questions on the current library collection, and preparing any required reports overseeing the disposition of unwanted and duplicate materials. Provides data analysis and conversion expertise when required. Provides supervision and direction when required to any staff working in the cataloging area.

Minimum Education: Masters
Minimum Experience: 5 years

Senior Database Analyst I

Functional Responsibilities: Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Minimum Education: Bachelors
Minimum Experience: 2 years

Senior Database Analyst II

Functional Responsibilities: Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Minimum Education: Bachelors
Minimum Experience: 4 years

Senior Database Analyst III

Functional Responsibilities: Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. Provides daily supervision and direction to support staff.

Minimum Education: Bachelors
Minimum Experience: 6 years

Senior Database Analyst IV

Functional Responsibilities: Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. Provides daily supervision and direction to support staff.

Minimum Education: Bachelors
Minimum Experience: 8 years

Senior Financial Consultant

Functional Responsibilities: Organizes and directs the overall performance of the contract. Interacts with management personnel assigned to the engagement and is responsible for decisions made with respect to any technical or administrative matters encountered. Approves the engagement planning and is responsible for approval of the final report.

Minimum Education: Masters
Minimum Experience: 10 years

Senior Functional Analyst

Functional Responsibilities: Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

Minimum Education: Bachelors

Minimum Experience: 7 years

Senior Help Desk Specialist

Functional Responsibilities: Responsible for Help Desk staff and the activities associated with the identification, prioritization and resolutions of reported problems. Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

Minimum Education: Bachelors

Minimum Experience: 3 years

Senior Information Engineer

Functional Responsibilities: Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to staff.

Minimum Education: Bachelors

Minimum Experience: 5 years

Senior Information Systems Training Specialist

Functional Responsibilities: Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff.

Minimum Education: Bachelors

Minimum Experience: 4 years

Senior Librarian

Functional Responsibilities: Supports the design, development, and implementation of enterprise-wide or large-scale virtual digital library systems. Provides specific subject matter expertise as required in system or information areas to allow coordination between library personnel and technical staff. Utilize IT systems to generate reports on a daily basis to support daily workload. Provides data analysis and conversion expertise. Performs analysis tasks as required to gather required information to enable systems designs to be performed. Provides supervision and direction to staff working in the same subject areas.

Minimum Education: Masters

Minimum Experience: 3 years

Senior Logistician

Functional Responsibilities: Responsible for development of logistics management plans to support acquisition and life cycle support of electronic, electromechanical and other military or commercial systems/equipment; monitors planning schedule execution and integrates/develops recommendations for corrective or remedial action; develop status reports reflecting support milestone progress and problems; and provides technical guidance to junior logistician personnel for development of logistics management documentation.

Minimum Education: Bachelors

Minimum Experience: 6 years

Senior Principal

Functional Responsibilities: Manages and supervises the design, development and implementation of enterprise-wide, high level or large-scale IT systems. Responsible for all aspects of the task to include planning, analysis, design, implementation, and testing of information systems. Ensures these systems are in compliance with task or specifications and government requirements. Provides direction and supervision to other management and technical staff.

Minimum Education: Masters

Minimum Experience: 15 years

Senior Program Control Specialist

Functional Responsibilities: Maintains current project documentation and record of changes including status reports. Assists in establishing budget and monitoring performance. Directs all or most activities related to financial and administrative functions, such as budgeting, manpower and resource planning, and financial reporting. May research, report on, and recommend solutions to contractual issues.

Minimum Education: Bachelors

Minimum Experience: 10 years

Senior Program Manager

Functional Responsibilities: Serves as the contractor's single Senior Manager and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.

Minimum Education: Bachelors

Minimum Experience: 11 years

Senior Project Manager

Functional Responsibilities: Manages and supervises the design, development, and implementation of enterprise-wide or large-scale information systems. Responsible for all aspects of the task to include planning, analysis, design, implementation, and testing of information systems. Ensures these systems are in compliance with task or specifications and government requirements. Provides direction and supervision to other management and technical staff.

Minimum Education: Bachelors

Minimum Experience: 9 years

Senior Systems Architect

Functional Responsibilities: Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs 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. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards. Ensures that the common operating environment is TAFIM compliant.

Minimum Education: Bachelors

Minimum Experience: 5 years

Senior Systems Engineer I

Functional Responsibilities: Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Selects commercially available off-the-shelf software and develops interface design to meet functional requirements. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

Minimum Education: Bachelors

Minimum Experience: 3 years

Senior Systems Engineer II

Functional Responsibilities: Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Selects commercially available off-the-shelf software and develops interface design to meet functional requirements. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

Minimum Education: Bachelors

Minimum Experience: 6 years

Senior Systems Engineer III

Functional Responsibilities: Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Selects commercially available off-the-shelf software and develops interface design to meet functional requirements. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Minimum Education: Bachelors

Minimum Experience: 8 years

Senior Systems Engineer IV

Functional Responsibilities: Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Selects commercially available off-the-shelf software and develops interface design to meet functional requirements. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Minimum Education: Bachelors

Minimum Experience: 10 years

Senior Voice/Data Communications Specialist

Functional Responsibilities: Supervises, evaluates, designs, and maintains existing or proposed data/voice telecommunication systems. Analyses needed and proposes recommended solutions. Assists in preparation of specifications and flow charts.

Minimum Education: Bachelors

Minimum Experience: 5 years

Senior Work Management Software Analyst

Functional Responsibilities: Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

Minimum Education: Masters

Minimum Experience: 7 years

Software Project Director/Work Management Software Architect

Functional Responsibilities: Responsible for creating and/or maintaining the work management software team(s). Responsible for all employee management, including direct liaison with agency COTR. Responsible for facilitating the use of project teams to accomplish project activities and objectives as designated by client requirements. Responsible for studying client requirements with client input to design the most cost-effective solution to any and all project elements. Constructs project teams through a combination of interviewing, hiring, restaffing, task-oriented staff repositioning, training, and retraining. Responsible for maintaining all communication channels between client workforce and project team.

Minimum Education: Masters

Minimum Experience: 8 years

Supervisory Auditor/Accountant

Functional Responsibilities: Supervises the engagement and is responsible for the implementation of procedures to be followed relative to the audit plan or project plan. Is responsible for drafting the audit or

engagement report prior to its submission for approval. Assumes responsibility for the coordination of subordinate activities. Conducts on-site quality control inspections and reviews.

Minimum Education: Bachelors

Minimum Experience: 5 years

System Technician I

Functional Responsibilities: Builds and integrates computer systems and networks. Prepares reports and studies concerning hardware and network systems. Prepares functional requirements and specifications for hardware and software acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

Minimum Education: Associates

Minimum Experience: 1 year

System Technician II

Functional Responsibilities: Builds and integrates computer systems and networks. Prepares reports and studies concerning hardware and network systems. Prepares functional requirements and specifications for hardware and software acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

Minimum Education: Associates

Minimum Experience: 2 years

System Technician III

Functional Responsibilities: Builds and integrates computer systems and networks. Prepares reports and studies concerning hardware and network systems. Prepares functional requirements and specifications for hardware and software acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

Minimum Education: Associates

Minimum Experience: 4 years

System Technician IV

Functional Responsibilities: Builds and integrates computer systems and networks. Prepares reports and studies concerning hardware and network systems. Prepares functional requirements and specifications for hardware and software acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

Minimum Education: Bachelors

Minimum Experience: 6 years

System Administrator

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

Minimum Education: Bachelors

Minimum Experience: 2 years

Systems Engineer I

Functional Responsibilities: Provides input for engineering management plans, monitors schedule execution; assists in the preparation of status reports; and provides technical contributions to hardware and software engineers for development of engineering designs and documentation.

Minimum Education: Bachelors

Minimum Experience: None

Systems Engineer II

Functional Responsibilities: Prepares engineering management plans, monitors schedule execution, and integrates recommendations for corrective and remedial action; prepares status reports and provides technical guidance to junior engineers for development of engineering designs and documentation.

Minimum Education: Bachelors

Minimum Experience: 4 years

Technical Information Specialist I

Functional Responsibilities: Supports the professional staff in technical information research. Will assist the professional staff in a variety of functions, including product/software research, patent research, online search and retrieval, supporting information systems designs, physical or electronic library maintenance, and other duties associated with information acquisition and maintenance.

Minimum Education: Associates

Minimum Experience: 1 year

Technical Information Specialist II

Functional Responsibilities: Supports the professional staff in technical information research. Will assist the professional staff in a variety of functions, including product/software research, patent research, online search and retrieval, supporting information systems designs, physical or electronic maintenance, and other duties associated with information acquisition and maintenance.

Minimum Education: Associates

Minimum Experience: 2 years

Technical Information Specialist III

Functional Responsibilities: Supports the professional staff in technical information research. Will assist the professional staff in a variety of functions, including product/software research, patent research, online search and retrieval, supporting information systems designs, physical or electronic maintenance, and other duties associated with information acquisition and maintenance.

Minimum Education: Bachelors

Minimum Experience: 4 years

Technical Information Specialist IV

Functional Responsibilities: Supports the professional staff in technical information research. Will assist the professional staff in a variety of functions, including product/software research, patent research, online search and retrieval, supporting information systems designs, physical or electronic maintenance, and other duties associated with information acquisition and maintenance.

Minimum Education: Bachelors

Minimum Experience: 6 years

Technical Writer I

Functional Responsibilities: Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

Minimum Education: Associates

Minimum Experience: 1 year

Technical Writer II

Functional Responsibilities: Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

Minimum Education: Bachelors

Minimum Experience: 2 years

Technical Writer III

Functional Responsibilities: Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

Minimum Education: Bachelors

Minimum Experience: 3 years

Technical Writer IV

Functional Responsibilities: Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

Minimum Education: Bachelors

Minimum Experience: 3 years

Training Instructor

Functional Responsibilities: The individual will be responsible for training course/curricula design and/or the authoring, media digitization, and graphics implementation of training products.

Minimum Education: Bachelors

Minimum Experience: 5 years

Training Instructor/Course Developer

Functional Responsibilities: The individual will be responsible for training course/curricula design and/or the authoring, media digitization, and graphics implementation of training products. Responsibilities may also include defining curricula, creating course content/materials (teacher's guides, grading schemes, student handouts, laboratory exercise, tests, and audiovisual presentation materials).

Individuals are also responsible for setting up and conducting classes, soliciting student feedback, and reporting on student performance.

Minimum Education: Bachelors

Minimum Experience: 5 years

Training Specialist

Functional Responsibilities: Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

Minimum Education: Bachelors

Minimum Experience: 3 years

Voice/Data Communication Specialist

Functional Responsibilities: Supervises, evaluates, designs, and maintains existing or proposed data/voice telecommunication systems. Analyses needed and proposes recommended solutions. Assists in preparation of specifications and flow charts.

Minimum Education: Bachelors

Minimum Experience: 3 years

Work Management Software Analyst

Functional Responsibilities: Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

Minimum Education: Bachelors

Minimum Experience: 5 years

Work Management Software Application Developer

Functional Responsibilities: Responsible for supporting client workflow requirements in an individual implementation role, or as part of a Work Management Software project team. Studies electronic or manual tools used in workflow process issues relating to legacy systems and develops applications for client staff use. Responsible for developing tools based upon Implementation Staff's strategies for transfer and alteration of processes to new electronic tools and second-generation systems. Participates in data conversion projects, both from electronic, non-standard, descriptive formats, as well as from manual descriptive formats. Responsible for implementing hardware and software solutions as designated by Work Management Software Technical Leader. Supports client training on newly developed applications and works closely with Implementation Staff and Specialists to document applications use manuals. Researches technology changes in database access and design tools and integrates new products or tools into existing applications environment. Tests and debugs implementation of developed applications.

Minimum Education: Masters

Minimum Experience: 4 years

Work Management Software Implementation Specialist

Functional Responsibilities: Responsible for supporting client workflow requirements in an individual implementation role, or as part of a Work Management Software project team. Studies electronic or manual tools used in workflow process issues relating to legacy systems and develops strategies for transfer and alteration of processes to new electronic tools and second-generation systems. Participates in data conversion projects, both from electronic, non-standard, descriptive formats, as well as from manual descriptive formats. Responsible for implementing hardware and software solutions as designated by Work Management Software Technical Leader, or Work Management Software Consultants. Hardware installation assistance and support, including configuration and troubleshooting of basic desktop and ILS client software packages on client workstations and accompanying peripherals.

Minimum Education: Masters

Minimum Experience: 2 years

Work Management Software Project Technical Leader

Functional Responsibilities: Individual responsible for daily supervision of onsite Work Management Software Project Team. Reports directly to Work Management Software Director/ Software Architect for direction and guidance in project development. Responsible for all employee management decisions made involving project team, Communication duties may include direct liaison with agency COTR. Responsible for rapid deployment of project team implementation specialists and staff for immediate troubleshooting assistance on project problem areas. Responsible for facilitating the use of project teams to accomplish project activities and objectives as designated by client requirements. Responsible for studying client requirements with client input to design the most cost-effective solution to any and all project elements. Assists in constructing project teams through a combination of interviewing, hiring, restaffing, task- oriented staff repositioning, training, and retraining.

Minimum Education: Masters

Minimum Experience: 6 years

Experience & Degree Substitution Equivalencies

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

Equivalent Degree

Experience

Associate's

2 additional years relevant experience

Bachelor's

Associate's degree + 2 additional years relevant experience or an additional 4 years relevant experience

Master's

Bachelor's plus 2 additional years relevant experience or Associate's degree + 4 additional years relevant experience or 6 additional years relevant experience

PhD

Master's + 2 additional years relevant experience or Bachelor's + 4 additional years relevant experience or Associate's + 6 additional years relevant experience or 8 additional years relevant experience

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Labor Category Descriptions

Consultant

Functional Responsibilities: Similar duties as a Management Consultant; however, does not play a key role. This position may provide technical and research assistance to the Management Consultant.

Minimum Education: Bachelors

Minimum Experience: 1 year

Management Consultant I

Functional Responsibilities: Possesses demonstrated ability to exercise thought leadership. Shall demonstrate knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluate options in the context of project objectives and contributes to the implementation of strategic direction, to include research assistance. Support project objectives through activities such as research analysis, survey development, and systems staff member. May also provide technical skills in support of an objective. As a result may conduct interviews (via phone or in-person or other means), gather data, and develop recommendations in support of project objectives. May provide editorial or graphics support. May conduct data preparation and editing.

Minimum Education: Bachelors

Minimum Experience: 2 years

Management Consultant III

Functional Responsibilities: Possesses demonstrated ability to exercise thought leadership. Shall demonstrate knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluate options in the context of project objectives and contributes to the implementation of strategic direction, to include research assistance. Support project objectives through activities such as research analysis, survey development, and systems staff member. May also provide technical skills in support of an objective. As a result may conduct interviews (via phone or in-person or other means), gather data, and develop recommendations in support of project objectives. May provide editorial or graphics support. May conduct data preparation and editing.

Minimum Education: Bachelors

Minimum Experience: 6 years

Management Consultant IV

Functional Responsibilities: Possesses demonstrated ability to exercise thought leadership. Shall demonstrate knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluate options in the context of project objectives and contributes to the implementation of strategic direction, to include research assistance. Support project objectives through activities such as research analysis, survey development, and systems staff member. May also provide technical skills in support of an objective. As a result may conduct interviews (via phone or in-person or other means), gather data, and develop recommendations in support of project objectives. May provide editorial or graphics support. May conduct data preparation and editing.

Minimum Education: Bachelors

Minimum Experience: 8 years

Sr. Management Consultant I

Functional Responsibilities: Possesses expert-level, demonstrated ability to exercise thought leadership. Shall demonstrate knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluate options in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews (via phone or in-person or other means), gathering data, and developing recommendations in support of project objectives. May also provide technical skills in support of an objective. Directs the activities of other staff as necessary.

Minimum Education: Bachelors

Minimum Experience: 9 years

Sr. Management Consultant II

Functional Responsibilities: Possesses expert-level, demonstrated ability to exercise thought leadership. Shall demonstrate knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluate options in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews (via phone or in-person or other means), gathering data, and developing recommendations in support of project objectives. May also provide technical skills in support of an objective. Directs the activities of other staff as necessary.

Minimum Education: Bachelors

Minimum Experience: 12 years

Sr. Management Consultant III

Functional Responsibilities: Possesses expert-level, demonstrated ability to exercise thought leadership. Shall demonstrate knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluate options in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews (via phone or in-person or other means), gathering data, and developing recommendations in support of project objectives. May also provide technical skills in support of an objective. Directs the activities of other staff as necessary.

Minimum Education: Masters

Minimum Experience: 15 years

Sr. Management Consultant IV

Functional Responsibilities: Possesses expert-level, demonstrated ability to exercise thought leadership. Shall demonstrate knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluate options in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews (via phone or in-person or other means), gathering data, and developing recommendations in support of project objectives. May also provide technical skills in support of an objective. Directs the activities of other staff as necessary.

Minimum Education: Masters

Minimum Experience: 18 years

Quality Administration Assistant

Functional Responsibilities: Supports project objectives by reviewing deliverables and associated documentation for accuracy prior to submission to client. May provide editorial or graphics support. Skilled in a wide range of word-processing and other administrative skills, including but not limited to scheduling and administration. May also provide quality control and support for Management and Sr. Management interviews.

Minimum Education: Bachelors

Minimum Experience: 2 years

Experience & Degree Substitution Equivalencies

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

Equivalent Degree

Experience

Associate's	2 additional years relevant experience
Bachelor's	Associate's degree + 2 additional years relevant experience or an additional 4 years relevant experience
Master's	Bachelor's plus 2 additional years relevant experience or Associate's degree + 4 additional years relevant experience or 6 additional years relevant experience
PhD	Master's + 2 additional years relevant experience or Bachelor's + 4 additional years relevant experience or Associate's + 6 additional years relevant experience or 8 additional years relevant experience