



GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service
Authorized Federal Supply Schedule FSS Price List

A-TEK, Inc.
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Contract Administrator: Margaret Melberg, mmelberg@atekinc.com

Contract Number: 47QTCA19D00J1
Contract Period: 08/15/19 – 08/14/29
Business Size: Small Business, Woman-Owned

Schedule Title: Multiple Award Schedule
Federal Supply Group: Information Technology & Professional Services

Pricelist current as of Modification PS-0027, effective May 25, 2024.

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

For more information on ordering go to the following website: <https://www.gsa.gov/schedules>.

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
54151HEAL	54151HEALSRC	Health IT Services
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. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See Labor Category Descriptions Page 18.

2. Maximum Order:

For SIN 54151HEAL – \$500,000

For SIN 54151S – \$500,000

For SIN 541611 – \$1,000,000

For SIN OLM – \$250,000

3. Minimum Order: \$100.00

4. Geographic Coverage: Domestic

5. Point(s) of production: Same as company address

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

7. Quantity discounts: 0.5% on single orders over \$500,000

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

9. Foreign items: None

10a. Time of Delivery: Specified on the Task Order

10b. Expedited Delivery: Contact Contractor

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

- 10d. Urgent Requirements:** Contact Contractor
- 11. F.O.B Points:** Destination
- 12a. Ordering Address:** Same as Contractor
- 12b. Ordering procedures:** See Federal Acquisition Regulation (FAR) 8.405-3.
- 13. Payment address:** Same as Contractor
- 14. Warranty provision:** Contractor's standard commercial warranty.
- 15. Export Packing Charges:** N/A
- 16. Terms and conditions of rental, maintenance, and repair:** N/A
- 17. Terms and conditions of installation:** N/A
- 18a. Terms and conditions of repair parts:** N/A
- 18b. Terms and conditions for any other services:** N/A
- 19. List of service and distribution points:** N/A
- 20. List of participating dealers:** N/A
- 21. Preventive maintenance:** N/A
- 22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at: <https://www.Section508.gov/> and <http://www.atekinc.com>.**
- 23. Unique Entity Identifier (UEI) Number:** HCCFTD1R3UL3
- 24. Notification regarding registration in System for Award Management (SAM) database:** A-TEK, Inc. is registered in SAM.gov.



**GSA Hourly Rates (w/IFF)
SIN 54151HEAL**

Labor Category	Site	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
		08/15/23 -	08/15/24 -	08/15/25 -	08/15/26 -	08/15/27 -	08/15/28 -
		08/14/24	08/14/25	08/14/26	08/14/27	08/14/28	08/14/29
Health IT Application Systems Analyst	Both	\$111.10	\$115.99	\$121.10	\$126.43	\$131.99	\$137.79
Health IT Programmer/Analyst I	Both	\$109.48	\$114.30	\$119.32	\$124.57	\$130.06	\$135.78
Health IT Programmer/Analyst III	Both	\$136.97	\$143.00	\$149.29	\$155.86	\$162.72	\$169.88
Health IT Project Manager	Both	\$136.94	\$142.97	\$149.26	\$155.83	\$162.69	\$169.84
Health IT Systems Programmer	Both	\$132.14	\$137.95	\$144.02	\$150.36	\$156.98	\$163.89

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 CRF 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.

**GSA Hourly Rates (w/IFF)
SIN 54151S**

Labor Category	Site	Year 5 08/15/23 - 08/14/24	Year 6 08/15/24 - 08/14/25	Year 7 08/15/25 - 08/14/26	Year 8 08/15/26 - 08/14/27	Year 9 08/15/27 - 08/14/28	Year 10 08/15/28 - 08/14/29
Auditor/Accountant I	Customer Facility	\$97.55	\$100.18	\$102.88	\$105.66	\$108.51	\$111.45
Auditor/Accountant II	Customer Facility	\$109.91	\$112.88	\$115.92	\$119.05	\$122.27	\$125.57
Auditor/Accountant III	Customer Facility	\$123.62	\$126.96	\$130.39	\$133.90	\$137.52	\$141.24
AutoCAD Operator I*	Customer Facility	\$61.00	\$62.65	\$64.34	\$66.08	\$67.86	\$69.69
AutoCAD Operator II*	Customer Facility	\$74.73	\$76.75	\$78.82	\$80.95	\$83.13	\$85.38
Business Process Re-engineer Manager	Customer Facility	\$232.36	\$238.63	\$245.07	\$251.69	\$258.48	\$265.46
Business Process Re-engineer Manager II	Customer Facility	\$224.50	\$230.56	\$236.79	\$243.18	\$249.75	\$256.49
Business Process Re-engineer Specialist	Customer Facility	\$114.03	\$117.11	\$120.27	\$123.52	\$126.85	\$130.28
Cataloger	Customer Facility	\$79.02	\$81.15	\$83.34	\$85.58	\$87.89	\$90.27
Clerical II*	Customer Facility	\$41.02	\$42.13	\$43.26	\$44.43	\$45.63	\$46.86
Clerical III*	Customer Facility	\$50.98	\$52.35	\$53.76	\$55.21	\$56.71	\$58.24
Clerical IV*	Customer Facility	\$65.51	\$67.27	\$69.09	\$70.95	\$72.87	\$74.83
Communications Network Manager	Customer Facility	\$110.33	\$113.31	\$116.37	\$119.52	\$122.74	\$126.06
Computer Operator II*	Customer Facility	\$61.72	\$63.39	\$65.10	\$66.85	\$68.65	\$70.51
Computer Operator III*	Customer Facility	\$69.60	\$71.48	\$73.41	\$75.40	\$77.43	\$79.52
Computer Operator IV	Customer Facility	\$84.49	\$86.77	\$89.12	\$91.53	\$93.99	\$96.53
Computer Programmer I	Customer Facility	\$75.25	\$77.28	\$79.37	\$81.51	\$83.71	\$85.96
Computer Programmer II	Customer Facility	\$82.29	\$84.51	\$86.79	\$89.14	\$91.55	\$94.02
Computer Programmer III	Customer Facility	\$88.56	\$90.95	\$93.41	\$95.93	\$98.52	\$101.18
Computer Programmer IV	Customer Facility	\$101.33	\$104.07	\$106.88	\$109.76	\$112.73	\$115.77
Computer Security Specialist II	Customer Facility	\$122.18	\$125.48	\$128.87	\$132.34	\$135.92	\$139.59
Computer Systems Analyst I	Customer Facility	\$78.37	\$80.48	\$82.66	\$84.90	\$87.19	\$89.55

Computer Systems Analyst II	Customer Facility	\$93.53	\$96.05	\$98.64	\$101.30	\$104.03	\$106.84
Computer Systems Analyst III	Customer Facility	\$114.65	\$117.74	\$120.93	\$124.19	\$127.55	\$130.99
Computer Systems Analyst IV	Customer Facility	\$154.75	\$158.93	\$163.22	\$167.63	\$172.15	\$176.80
COOP / DR Engineer III	Customer Facility	\$228.64	\$234.81	\$241.15	\$247.66	\$254.35	\$261.22
COOP / DR Manager	Customer Facility	\$188.08	\$193.16	\$198.38	\$203.74	\$209.24	\$214.89
Data Communications Specialist	Customer Facility	\$89.30	\$91.71	\$94.19	\$96.73	\$99.34	\$102.02
Director	Customer Facility	\$247.28	\$253.95	\$260.82	\$267.86	\$275.09	\$282.52
Financial Consultant	Customer Facility	\$151.37	\$155.46	\$159.66	\$163.97	\$168.39	\$172.94
Functional Analyst	Customer Facility	\$78.70	\$80.83	\$83.01	\$85.25	\$87.55	\$89.91
Hardware Specialist I	Customer Facility	\$76.78	\$78.85	\$80.98	\$83.16	\$85.41	\$87.72
Hardware Specialist II	Customer Facility	\$94.62	\$97.18	\$99.80	\$102.49	\$105.26	\$108.10
Hardware Specialist III	Customer Facility	\$106.11	\$108.98	\$111.92	\$114.94	\$118.05	\$121.23
Hardware Specialist IV	Customer Facility	\$143.09	\$146.95	\$150.92	\$154.99	\$159.17	\$163.48
Help Desk Manager	Customer Facility	\$122.81	\$126.13	\$129.53	\$133.03	\$136.61	\$140.30
Help Desk Manager II	Customer Facility	\$160.94	\$165.29	\$169.75	\$174.34	\$179.04	\$183.88
Help Desk Specialist	Customer Facility	\$74.45	\$76.46	\$78.53	\$80.64	\$82.82	\$85.06
Help Desk Specialist III	Customer Facility	\$117.41	\$120.58	\$123.84	\$127.18	\$130.62	\$134.15
Information Systems Architect	Customer Facility	\$180.85	\$185.73	\$190.75	\$195.90	\$201.19	\$206.62
Key Entry Operator I*	Customer Facility	\$40.92	\$42.03	\$43.16	\$44.33	\$45.53	\$46.76
Key Entry Operator II*	Customer Facility	\$51.43	\$52.82	\$54.25	\$55.71	\$57.21	\$58.75
Librarian	Customer Facility	\$82.16	\$84.38	\$86.66	\$89.00	\$91.40	\$93.86
Library Technician II*	Customer Facility	\$74.82	\$76.84	\$78.91	\$81.04	\$83.22	\$85.47
Library Technician III	Customer Facility	\$75.85	\$77.89	\$80.00	\$82.16	\$84.37	\$86.65
Management Consultant II	Customer Facility	\$218.25	\$224.14	\$230.20	\$236.41	\$242.80	\$249.36
Management Consultant III	Customer Facility	\$290.99	\$298.85	\$306.92	\$315.20	\$323.72	\$332.45

Microsoft Exchange SME	Customer Facility	\$230.67	\$236.90	\$243.29	\$249.86	\$256.61	\$263.55
Network Technician I*	Customer Facility	\$72.78	\$74.74	\$76.76	\$78.83	\$80.96	\$83.14
Network Technician II*	Customer Facility	\$85.30	\$87.61	\$89.97	\$92.40	\$94.90	\$97.46
Network Technician III*	Customer Facility	\$93.12	\$95.64	\$98.22	\$100.87	\$103.59	\$106.39
Network Technician IV	Customer Facility	\$117.24	\$120.40	\$123.66	\$126.99	\$130.42	\$133.93
Principal Information Engineer	Customer Facility	\$110.23	\$113.21	\$116.26	\$119.41	\$122.63	\$125.94
Principal Systems Architect	Customer Facility	\$151.13	\$155.21	\$159.41	\$163.71	\$168.13	\$172.68
Program Manager	Customer Facility	\$160.85	\$165.19	\$169.65	\$174.24	\$178.94	\$183.78
Project Control Specialist	Customer Facility	\$44.46	\$45.66	\$46.89	\$48.16	\$49.46	\$50.80
Project Control Specialist II	Customer Facility	\$116.71	\$119.86	\$123.09	\$126.42	\$129.83	\$133.34
Project Coordinator II	Customer Facility	\$201.83	\$207.27	\$212.87	\$218.61	\$224.51	\$230.58
Project Manager	Customer Facility	\$137.57	\$141.28	\$145.10	\$149.02	\$153.04	\$157.17
Quality Assurance Analyst	Customer Facility	\$128.00	\$131.46	\$135.00	\$138.65	\$142.40	\$146.25
Quality Assurance Manager	Customer Facility	\$165.09	\$169.55	\$174.13	\$178.83	\$183.66	\$188.61
Senior AutoCAD Manager III	Customer Facility	\$211.44	\$217.15	\$223.01	\$229.04	\$235.22	\$241.57
Senior AutoCAD Specialist I	Customer Facility	\$88.76	\$91.15	\$93.61	\$96.14	\$98.74	\$101.41
Senior AutoCAD Specialist II	Customer Facility	\$102.75	\$105.52	\$108.37	\$111.29	\$114.30	\$117.38
Senior AutoCAD Specialist III	Customer Facility	\$129.75	\$133.25	\$136.85	\$140.54	\$144.34	\$148.24
Senior Business Process Engineer Specialist	Customer Facility	\$135.63	\$139.29	\$143.05	\$146.91	\$150.88	\$154.95
Senior Cataloger	Customer Facility	\$92.56	\$95.06	\$97.63	\$100.27	\$102.98	\$105.76
Senior Database Analyst I	Customer Facility	\$79.02	\$81.15	\$83.34	\$85.58	\$87.89	\$90.27
Senior Database Analyst II	Customer Facility	\$93.53	\$96.05	\$98.64	\$101.30	\$104.03	\$106.84
Senior Database Analyst III	Customer Facility	\$123.64	\$126.98	\$130.41	\$133.92	\$137.54	\$141.26
Senior Database Analyst IV	Customer Facility	\$143.09	\$146.95	\$150.92	\$154.99	\$159.17	\$163.48
Senior Financial Consultant	Customer Facility	\$198.16	\$203.51	\$209.00	\$214.64	\$220.43	\$226.39

Senior Functional Analyst	Customer Facility	\$102.54	\$105.31	\$108.15	\$111.07	\$114.08	\$117.16
Senior Help Desk Specialist	Customer Facility	\$104.35	\$107.16	\$110.06	\$113.03	\$116.08	\$119.21
Senior Information Engineer	Customer Facility	\$96.61	\$99.21	\$101.89	\$104.64	\$107.47	\$110.37
Senior Information Systems Training Specialist	Customer Facility	\$88.49	\$90.88	\$93.34	\$95.86	\$98.45	\$101.11
Senior Librarian	Customer Facility	\$96.26	\$98.86	\$101.53	\$104.27	\$107.08	\$109.97
Senior Logistician	Customer Facility	\$91.72	\$94.20	\$96.74	\$99.35	\$102.03	\$104.78
Senior Principal	Customer Facility	\$329.15	\$338.04	\$347.16	\$356.53	\$366.16	\$376.04
Senior Program Control Specialist I	Customer Facility	\$116.71	\$119.86	\$123.09	\$126.42	\$129.83	\$133.34
Senior Program Manager	Customer Facility	\$188.11	\$193.19	\$198.41	\$203.77	\$209.27	\$214.92
Senior Project Manager	Customer Facility	\$173.89	\$178.59	\$183.42	\$188.37	\$193.46	\$198.68
Senior Systems Architect	Customer Facility	\$121.94	\$125.23	\$128.61	\$132.09	\$135.66	\$139.32
Senior Systems Engineer I	Customer Facility	\$86.73	\$89.07	\$91.48	\$93.94	\$96.48	\$99.09
Senior Systems Engineer II	Customer Facility	\$104.37	\$107.18	\$110.08	\$113.05	\$116.10	\$119.23
Senior Systems Engineer III	Customer Facility	\$126.82	\$130.25	\$133.76	\$137.37	\$141.08	\$144.89
Senior Systems Engineer IV	Customer Facility	\$157.16	\$161.40	\$165.76	\$170.24	\$174.83	\$179.56
Senior Voice/Data Communications Specialist	Customer Facility	\$124.00	\$127.35	\$130.78	\$134.31	\$137.93	\$141.66
Senior W/M Software Analyst	Customer Facility	\$180.85	\$185.73	\$190.75	\$195.90	\$201.19	\$206.62
Software Project Director/Work Management Software Architect	Customer Facility	\$237.88	\$244.30	\$250.90	\$257.67	\$264.62	\$271.77
Supervisory Auditor/Accountant	Customer Facility	\$131.20	\$134.74	\$138.38	\$142.12	\$145.95	\$149.89
System Technician I	Customer Facility	\$51.19	\$52.57	\$53.99	\$55.46	\$56.96	\$58.50
System Technician II	Customer Facility	\$56.78	\$58.32	\$59.89	\$61.50	\$63.16	\$64.87
System Technician III	Customer Facility	\$77.46	\$79.55	\$81.69	\$83.90	\$86.17	\$88.49
System Technician IV	Customer Facility	\$92.49	\$94.98	\$97.55	\$100.18	\$102.88	\$105.66
Systems Administrator	Customer Facility	\$76.80	\$78.87	\$81.00	\$83.18	\$85.43	\$87.74

Systems Engineer I	Customer Facility	\$61.11	\$62.76	\$64.45	\$66.20	\$67.98	\$69.81
Systems Engineer II	Customer Facility	\$104.37	\$107.18	\$110.08	\$113.05	\$116.10	\$119.23
Technical Information Specialist I*	Customer Facility	\$78.57	\$80.70	\$82.87	\$85.11	\$87.41	\$89.76
Technical Information Specialist II	Customer Facility	\$96.84	\$99.46	\$102.15	\$104.91	\$107.74	\$110.65
Technical Information Specialist III	Customer Facility	\$118.56	\$121.76	\$125.05	\$128.42	\$131.89	\$135.45
Technical Information Specialist IV	Customer Facility	\$152.45	\$156.56	\$160.80	\$165.14	\$169.60	\$174.18
Technical Writer I	Customer Facility	\$75.85	\$77.89	\$80.00	\$82.16	\$84.37	\$86.65
Technical Writer II	Customer Facility	\$83.25	\$85.50	\$87.81	\$90.18	\$92.61	\$95.11
Technical Writer III	Customer Facility	\$108.65	\$111.59	\$114.60	\$117.69	\$120.87	\$124.13
Technical Writer IV	Customer Facility	\$192.44	\$197.63	\$202.97	\$208.45	\$214.09	\$219.87
Training Instructor	Customer Facility	\$154.66	\$158.83	\$163.12	\$167.53	\$172.05	\$176.70
Training Instructor/Course Developer	Customer Facility	\$144.25	\$148.14	\$152.14	\$156.25	\$160.47	\$164.81
Training Specialist	Customer Facility	\$85.31	\$87.62	\$89.98	\$92.41	\$94.91	\$97.47
Voice/Data Communications Specialist	Customer Facility	\$102.48	\$105.25	\$108.09	\$111.01	\$114.01	\$117.09
Work Management Software Analyst	Customer Facility	\$173.02	\$177.69	\$182.49	\$187.42	\$192.47	\$197.67
Work Management Software Applications Developer	Customer Facility	\$138.72	\$142.47	\$146.32	\$150.27	\$154.33	\$158.50
Work Management Software Implementation Specialist	Customer Facility	\$128.96	\$132.44	\$136.02	\$139.70	\$143.47	\$147.34
Work Management Software Project Technical Leader	Customer Facility	\$154.66	\$158.83	\$163.12	\$167.53	\$172.05	\$176.70

Labor Category	Site	Year 5 08/15/23 - 08/14/24	Year 6 08/15/24 - 08/14/25	Year 7 08/15/25 - 08/14/26	Year 8 08/15/26 - 08/14/27	Year 9 08/15/27 - 08/14/28	Year 10 08/15/28 - 08/14/29
Auditor/Accountant I	Contractor Facility	\$97.55	\$100.18	\$102.88	\$105.66	\$108.51	\$111.45
Auditor/Accountant II	Contractor Facility	\$109.91	\$112.88	\$115.92	\$119.05	\$122.27	\$125.57

Auditor/Accountant III	Contractor Facility	\$123.62	\$126.96	\$130.39	\$133.90	\$137.52	\$141.24
AutoCAD Operator I*	Contractor Facility	\$61.00	\$62.65	\$64.34	\$66.08	\$67.86	\$69.69
AutoCAD Operator II*	Contractor Facility	\$74.73	\$76.75	\$78.82	\$80.95	\$83.13	\$85.38
Business Process Re-engineer Manager	Contractor Facility	\$232.36	\$238.63	\$245.07	\$251.69	\$258.48	\$265.46
Business Process Re-engineer Manager II	Contractor Facility	\$224.50	\$230.56	\$236.79	\$243.18	\$249.75	\$256.49
Business Process Re-engineer Specialist	Contractor Facility	\$114.03	\$117.11	\$120.27	\$123.52	\$126.85	\$130.28
Cataloger	Contractor Facility	\$79.02	\$81.15	\$83.34	\$85.58	\$87.89	\$90.27
Clerical II*	Contractor Facility	\$62.02	\$63.70	\$65.42	\$67.18	\$69.00	\$70.86
Clerical III*	Contractor Facility	\$64.49	\$66.23	\$68.01	\$69.84	\$71.73	\$73.66
Clerical IV*	Contractor Facility	\$65.51	\$67.27	\$69.09	\$70.95	\$72.87	\$74.83
Communications Network Manager	Contractor Facility	\$110.33	\$113.31	\$116.37	\$119.52	\$122.74	\$126.06
Computer Operator II*	Contractor Facility	\$61.72	\$63.39	\$65.10	\$66.85	\$68.65	\$70.51
Computer Operator III*	Contractor Facility	\$69.60	\$71.48	\$73.41	\$75.40	\$77.43	\$79.52
Computer Operator IV	Contractor Facility	\$84.49	\$86.77	\$89.12	\$91.53	\$93.99	\$96.53
Computer Programmer I	Contractor Facility	\$75.25	\$77.28	\$79.37	\$81.51	\$83.71	\$85.96
Computer Programmer II	Contractor Facility	\$102.85	\$105.62	\$108.47	\$111.41	\$114.42	\$117.51
Computer Programmer III	Contractor Facility	\$106.97	\$109.85	\$112.82	\$115.86	\$118.98	\$122.20
Computer Programmer IV	Contractor Facility	\$101.33	\$104.07	\$106.88	\$109.76	\$112.73	\$115.77
Computer Security Specialist II	Contractor Facility	\$180.85	\$185.73	\$190.75	\$195.90	\$201.19	\$206.62
Computer Systems Analyst I	Contractor Facility	\$78.37	\$80.48	\$82.66	\$84.90	\$87.19	\$89.55
Computer Systems Analyst II	Contractor Facility	\$93.53	\$96.05	\$98.64	\$101.30	\$104.03	\$106.84
Computer Systems Analyst III	Contractor Facility	\$114.65	\$117.74	\$120.93	\$124.19	\$127.55	\$130.99
Computer Systems Analyst IV	Contractor Facility	\$188.08	\$193.16	\$198.38	\$203.74	\$209.24	\$214.89
COOP / DR Engineer III	Contractor Facility	\$228.64	\$234.81	\$241.15	\$247.66	\$254.35	\$261.22
COOP / DR Manager	Contractor Facility	\$242.51	\$249.06	\$255.78	\$262.68	\$269.77	\$277.06

Data Communications Specialist	Contractor Facility	\$89.30	\$91.71	\$94.19	\$96.73	\$99.34	\$102.02
Director	Contractor Facility	\$299.74	\$307.83	\$316.14	\$324.68	\$333.44	\$342.45
Financial Consultant	Contractor Facility	\$151.37	\$155.46	\$159.66	\$163.97	\$168.39	\$172.94
Functional Analyst	Contractor Facility	\$78.70	\$80.83	\$83.01	\$85.25	\$87.55	\$89.91
Hardware Specialist I	Contractor Facility	\$76.78	\$78.85	\$80.98	\$83.16	\$85.41	\$87.72
Hardware Specialist II	Contractor Facility	\$94.62	\$97.18	\$99.80	\$102.49	\$105.26	\$108.10
Hardware Specialist III	Contractor Facility	\$106.11	\$108.98	\$111.92	\$114.94	\$118.05	\$121.23
Hardware Specialist IV	Contractor Facility	\$143.09	\$146.95	\$150.92	\$154.99	\$159.17	\$163.48
Help Desk Manager	Contractor Facility	\$122.81	\$126.13	\$129.53	\$133.03	\$136.61	\$140.30
Help Desk Manager II	Contractor Facility	\$160.94	\$165.29	\$169.75	\$174.34	\$179.04	\$183.88
Help Desk Specialist	Contractor Facility	\$74.45	\$76.46	\$78.53	\$80.64	\$82.82	\$85.06
Help Desk Specialist III	Contractor Facility	\$117.41	\$120.58	\$123.84	\$127.18	\$130.62	\$134.15
Information Systems Architect	Contractor Facility	\$257.16	\$264.10	\$271.23	\$278.56	\$286.08	\$293.80
Key Entry Operator I*	Contractor Facility	\$40.92	\$42.03	\$43.16	\$44.33	\$45.53	\$46.76
Key Entry Operator II*	Contractor Facility	\$51.43	\$52.82	\$54.25	\$55.71	\$57.21	\$58.75
Librarian	Contractor Facility	\$82.16	\$84.38	\$86.66	\$89.00	\$91.40	\$93.86
Library Technician II*	Contractor Facility	\$74.82	\$76.84	\$78.91	\$81.04	\$83.22	\$85.47
Library Technician III	Contractor Facility	\$75.85	\$77.89	\$80.00	\$82.16	\$84.37	\$86.65
Management Consultant II	Contractor Facility	\$218.25	\$224.14	\$230.20	\$236.41	\$242.80	\$249.36
Management Consultant III	Contractor Facility	\$290.99	\$298.85	\$306.92	\$315.20	\$323.72	\$332.45
Microsoft Exchange SME	Contractor Facility	\$230.67	\$236.90	\$243.29	\$249.86	\$256.61	\$263.55
Network Technician I*	Contractor Facility	\$72.78	\$74.74	\$76.76	\$78.83	\$80.96	\$83.14
Network Technician II*	Contractor Facility	\$85.30	\$87.61	\$89.97	\$92.40	\$94.90	\$97.46
Network Technician III*	Contractor Facility	\$93.12	\$95.64	\$98.22	\$100.87	\$103.59	\$106.39
Network Technician IV	Contractor Facility	\$117.24	\$120.40	\$123.66	\$126.99	\$130.42	\$133.93

Principal Information Engineer	Contractor Facility	\$110.23	\$113.21	\$116.26	\$119.41	\$122.63	\$125.94
Principal Systems Architect	Contractor Facility	\$180.85	\$185.73	\$190.75	\$195.90	\$201.19	\$206.62
Program Manager	Contractor Facility	\$194.10	\$199.35	\$204.73	\$210.26	\$215.93	\$221.76
Project Control Specialist	Contractor Facility	\$99.26	\$101.94	\$104.70	\$107.53	\$110.43	\$113.41
Project Control Specialist II	Contractor Facility	\$116.71	\$119.86	\$123.09	\$126.42	\$129.83	\$133.34
Project Coordinator II	Contractor Facility	\$201.83	\$207.27	\$212.87	\$218.61	\$224.51	\$230.58
Project Manager	Contractor Facility	\$158.79	\$163.07	\$167.48	\$172.00	\$176.64	\$181.41
Quality Assurance Analyst	Contractor Facility	\$136.45	\$140.13	\$143.92	\$147.81	\$151.80	\$155.90
Quality Assurance Manager	Contractor Facility	\$131.20	\$134.74	\$138.38	\$142.12	\$145.95	\$149.89
Senior AutoCAD Manager III	Contractor Facility	\$211.44	\$217.15	\$223.01	\$229.04	\$235.22	\$241.57
Senior AutoCAD Specialist I	Contractor Facility	\$88.76	\$91.15	\$93.61	\$96.14	\$98.74	\$101.41
Senior AutoCAD Specialist II	Contractor Facility	\$102.75	\$105.52	\$108.37	\$111.29	\$114.30	\$117.38
Senior AutoCAD Specialist III	Contractor Facility	\$129.75	\$133.25	\$136.85	\$140.54	\$144.34	\$148.24
Senior Business Process Engineer Specialist	Contractor Facility	\$135.63	\$139.29	\$143.05	\$146.91	\$150.88	\$154.95
Senior Cataloger	Contractor Facility	\$92.56	\$95.06	\$97.63	\$100.27	\$102.98	\$105.76
Senior Database Analyst I	Contractor Facility	\$79.02	\$81.15	\$83.34	\$85.58	\$87.89	\$90.27
Senior Database Analyst II	Contractor Facility	\$93.53	\$96.05	\$98.64	\$101.30	\$104.03	\$106.84
Senior Database Analyst III	Contractor Facility	\$123.64	\$126.98	\$130.41	\$133.92	\$137.54	\$141.26
Senior Database Analyst IV	Contractor Facility	\$143.09	\$146.95	\$150.92	\$154.99	\$159.17	\$163.48
Senior Financial Consultant	Contractor Facility	\$198.16	\$203.51	\$209.00	\$214.64	\$220.43	\$226.39
Senior Functional Analyst	Contractor Facility	\$119.91	\$123.14	\$126.47	\$129.88	\$133.39	\$136.99
Senior Help Desk Specialist	Contractor Facility	\$104.35	\$107.16	\$110.06	\$113.03	\$116.08	\$119.21
Senior Information Engineer	Contractor Facility	\$96.61	\$99.21	\$101.89	\$104.64	\$107.47	\$110.37
Senior Information Systems Training Specialist	Contractor Facility	\$88.49	\$90.88	\$93.34	\$95.86	\$98.45	\$101.11
Senior Librarian	Contractor Facility	\$96.26	\$98.86	\$101.53	\$104.27	\$107.08	\$109.97

Senior Logistician	Contractor Facility	\$91.72	\$94.20	\$96.74	\$99.35	\$102.03	\$104.78
Senior Principal	Contractor Facility	\$311.73	\$320.15	\$328.80	\$337.67	\$346.79	\$356.15
Senior Program Control Specialist I	Contractor Facility	\$116.71	\$119.86	\$123.09	\$126.42	\$129.83	\$133.34
Senior Program Manager	Contractor Facility	\$208.99	\$214.63	\$220.42	\$226.38	\$232.49	\$238.77
Senior Project Manager	Contractor Facility	\$201.93	\$207.39	\$212.99	\$218.74	\$224.64	\$230.71
Senior Systems Architect	Contractor Facility	\$144.25	\$148.14	\$152.14	\$156.25	\$160.47	\$164.81
Senior Systems Engineer I	Contractor Facility	\$100.46	\$103.17	\$105.95	\$108.82	\$111.76	\$114.77
Senior Systems Engineer II	Contractor Facility	\$104.37	\$107.18	\$110.08	\$113.05	\$116.10	\$119.23
Senior Systems Engineer III	Contractor Facility	\$141.06	\$144.87	\$148.78	\$152.80	\$156.92	\$161.15
Senior Systems Engineer IV	Contractor Facility	\$188.08	\$193.16	\$198.38	\$203.74	\$209.24	\$214.89
Senior Voice/Data Communications Specialist	Contractor Facility	\$138.72	\$142.47	\$146.32	\$150.27	\$154.33	\$158.50
Senior W/M Software Analyst	Contractor Facility	\$180.85	\$185.73	\$190.75	\$195.90	\$201.19	\$206.62
Software Project Director/Work Management Software Architect	Contractor Facility	\$237.88	\$244.30	\$250.90	\$257.67	\$264.62	\$271.77
Supervisory Auditor/Accountant	Contractor Facility	\$131.20	\$134.74	\$138.38	\$142.12	\$145.95	\$149.89
System Technician I	Contractor Facility	\$51.19	\$52.57	\$53.99	\$55.46	\$56.96	\$58.50
System Technician II	Contractor Facility	\$56.78	\$58.32	\$59.89	\$61.50	\$63.16	\$64.87
System Technician III	Contractor Facility	\$77.46	\$79.55	\$81.69	\$83.90	\$86.17	\$88.49
System Technician IV	Contractor Facility	\$92.49	\$94.98	\$97.55	\$100.18	\$102.88	\$105.66
Systems Administrator	Contractor Facility	\$76.80	\$78.87	\$81.00	\$83.18	\$85.43	\$87.74
Systems Engineer I	Contractor Facility	\$61.11	\$62.76	\$64.45	\$66.20	\$67.98	\$69.81
Systems Engineer II	Contractor Facility	\$104.37	\$107.18	\$110.08	\$113.05	\$116.10	\$119.23
Technical Information Specialist I*	Contractor Facility	\$78.57	\$80.70	\$82.87	\$85.11	\$87.41	\$89.76
Technical Information Specialist II	Contractor Facility	\$96.84	\$99.46	\$102.15	\$104.91	\$107.74	\$110.65

Technical Information Specialist III	Contractor Facility	\$138.72	\$142.47	\$146.32	\$150.27	\$154.33	\$158.50
Technical Information Specialist IV	Contractor Facility	\$152.45	\$156.56	\$160.80	\$165.14	\$169.60	\$174.18
Technical Writer I	Contractor Facility	\$75.85	\$77.89	\$80.00	\$82.16	\$84.37	\$86.65
Technical Writer II	Contractor Facility	\$83.25	\$85.50	\$87.81	\$90.18	\$92.61	\$95.11
Technical Writer III	Contractor Facility	\$108.65	\$111.59	\$114.60	\$117.69	\$120.87	\$124.13
Technical Writer IV	Contractor Facility	\$192.44	\$197.63	\$202.97	\$208.45	\$214.09	\$219.87
Training Instructor	Contractor Facility	\$154.66	\$158.83	\$163.12	\$167.53	\$172.05	\$176.70
Training Instructor/Course Developer	Contractor Facility	\$145.33	\$149.25	\$153.28	\$157.42	\$161.67	\$166.04
Training Specialist	Contractor Facility	\$85.31	\$87.62	\$89.98	\$92.41	\$94.91	\$97.47
Voice/Data Communications Specialist	Contractor Facility	\$102.48	\$105.25	\$108.09	\$111.01	\$114.01	\$117.09
Work Management Software Analyst	Contractor Facility	\$173.02	\$177.69	\$182.49	\$187.42	\$192.47	\$197.67
Work Management Software Applications Developer	Contractor Facility	\$138.72	\$142.47	\$146.32	\$150.27	\$154.33	\$158.50
Work Management Software Implementation Specialist	Contractor Facility	\$151.13	\$155.21	\$159.41	\$163.71	\$168.13	\$172.68
Work Management Software Project Technical Leader	Contractor Facility	\$188.08	\$193.16	\$198.38	\$203.74	\$209.24	\$214.89

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

Service Contract Labor Standards Matrix:

Proposed Category	SCA Occupation Title	Wage Determination Code	Wage Determination Number
Clerical II	General Clerk II	01112	2015-4281
Clerical III	General Clerk III	01113	2015-4281
Clerical IV	General Clerk III	01113	2015-4281
Key Entry Operator I	Data Entry Operator I	01051	2015-4281
Key Entry Operator II	Data Entry Operator II	01052	2015-4281
Library Technician II	Library Technician	13058	2015-4281

Proposed Category	SCA Occupation Title	Wage Determination Code	Wage Determination Number
Computer Operator II	Computer Operator II	14042	2015-4281
Computer Operator III	Computer Operator III	14043	2015-4281
Network Technician I	System Support Specialist	14170	2015-4281
Network Technician II	System Support Specialist	14170	2015-4281
Network Technician III	System Support Specialist	14170	2015-4281
Technical Information Specialist I	System Support Specialist	14170	2015-4281
AutoCAD Operator I	Drafter/CAD Operator I	30061	2015-4281
AutoCAD Operator II	Drafter/CAD Operator I	30062	2015-4281

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

**GSA Hourly Rates (w/IFF)
SIN 541611**

Labor Category	Site	Year 5 08/15/23 - 08/14/24	Year 6 08/15/24 - 08/14/25	Year 7 08/15/25 - 08/14/26	Year 8 08/15/26 - 08/14/27	Year 9 08/15/27 - 08/14/28	Year 10 08/15/28 - 08/14/29
Consultant	Customer Facility	\$123.32	\$125.79	\$128.31	\$130.88	\$133.50	\$136.17
Management Consultant I	Customer Facility	\$129.75	\$132.35	\$135.00	\$137.70	\$140.45	\$143.26
Management Consultant III	Customer Facility	\$173.02	\$176.47	\$180.00	\$183.60	\$187.26	\$191.01
Management Consultant IV	Customer Facility	\$183.81	\$187.49	\$191.23	\$195.06	\$198.96	\$202.94
Sr. Management Consultant I	Customer Facility	\$208.63	\$212.81	\$217.06	\$221.40	\$225.82	\$230.34
Sr. Management Consultant II	Customer Facility	\$223.01	\$227.48	\$232.03	\$236.68	\$241.41	\$246.24
Sr. Management Consultant III	Customer Facility	\$280.56	\$286.18	\$291.90	\$297.73	\$303.69	\$309.76
Sr. Management Consultant IV	Customer Facility	\$406.46	\$414.59	\$422.88	\$431.34	\$439.96	\$448.76
Quality Administration Assistant	Customer Facility	\$96.37	\$98.30	\$100.26	\$102.27	\$104.31	\$106.40

Labor Category	Site	Year 5 08/15/23 - 08/14/24	Year 6 08/15/24 - 08/14/25	Year 7 08/15/25 - 08/14/26	Year 8 08/15/26 - 08/14/27	Year 9 08/15/27 - 08/14/28	Year 10 08/15/28 - 08/14/29
Consultant	Contractor Facility	\$123.32	\$125.79	\$128.31	\$130.88	\$133.50	\$136.17
Management Consultant I	Contractor Facility	\$129.75	\$132.35	\$135.00	\$137.70	\$140.45	\$143.26
Management Consultant III	Contractor Facility	\$173.02	\$176.47	\$180.00	\$183.60	\$187.26	\$191.01
Management Consultant IV	Contractor Facility	\$183.81	\$187.49	\$191.23	\$195.06	\$198.96	\$202.94
Sr. Management Consultant I	Contractor Facility	\$208.63	\$212.81	\$217.06	\$221.40	\$225.82	\$230.34
Sr. Management Consultant II	Contractor Facility	\$223.01	\$227.48	\$232.03	\$236.68	\$241.41	\$246.24
Sr. Management Consultant III	Contractor Facility	\$280.56	\$286.18	\$291.90	\$297.73	\$303.69	\$309.76
Sr. Management Consultant IV	Contractor Facility	\$406.46	\$414.59	\$422.88	\$431.34	\$439.96	\$448.76
Quality Administration Assistant	Contractor Facility	\$112.63	\$114.89	\$117.19	\$119.54	\$121.92	\$124.36

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 CRF 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.

Labor Category Descriptions

SIN 54151HEAL

Health IT Application Systems Analyst

Functional Responsibilities: Oversees the implementation of required hardware and software components for approved applications, coordinate tests of the application system to provide proper performance or develop diagrams and flow charts for computer programmers to follow for Health IT projects. The Application Systems Analyst reviews, analyzes, and modifies programming systems, including encoding, debugging, and installing to support an organization's application systems. The Application Systems Analyst develops application specifications, identifies the required inputs, and formats the output to meet users' needs.

Minimum Education: Bachelors

Minimum Experience: 6 years

Health IT Programmer/Analyst I

Functional Responsibilities: Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions for Health IT projects. 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: 1 year

Health IT Programmer/Analyst III

Functional Responsibilities: Responsible for activities such as program design, coding, testing, debugging or documentation for Health IT projects. Has technical knowledge and responsibility of all phases of applications systems analysis and programming. Understands the business or function for which application is designed. Writes programs according to specifications, which may be provided by Engineers, technical architects, or other computer scientists. Updates, repairs, modifies and expands existing computer programs. Competent in subject matter and concepts and may lead individuals assisting in the work.

Minimum Education: Bachelors

Minimum Experience: 2 years

Health IT Project Manager

Functional Responsibilities: Manages, plans and coordinates activities of Health IT projects. Manages and maintains contractor interface with the senior levels of the Health organization. Reviews project proposals or plans to determine schedule, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects. Establishes work plans and coordinates staffing for each phase of project and arranges for recruitment or assignment of project personnel. Identifies functional or cross-functional requirements and resources required for each task.

Minimum Education: Bachelors

Minimum Experience: 8 years

Health IT Systems Programmer

Functional Responsibilities: Provides analysis functional business applications and design specifications for functional activities in a Health IT project Environment. 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

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.

Labor Category	Standard Qualifications		Substitution				
	Min Edu	Min Exp	PhD	Masters	Bachelors	Associates	High School
Health IT Application Systems Analyst	Bachelors	6	2	4	6	8	10
Health IT Programmer/Analyst I	Bachelors	1	0	0	1	3	5
Health IT Programmer/Analyst III	Bachelors	2	0	0	2	4	6
Health IT Project Manager	Bachelors	8	4	6	8	10	12
Health IT Systems Programmer	Bachelors	5	1	3	5	7	9

Labor Category Descriptions

SIN 54151S

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: 1.5 years

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: None

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: None

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: .5 year

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.

Labor Category	Standard Qualifications		Substitution				
	Min Edu	Min Exp	PhD	Masters	Bachelors	Associates	High School
Auditor/Accountant I	Bachelors	2	0	0	2	4	6
Auditor/Accountant II	Bachelors	3	0	1	3	5	7
Auditor/Accountant III	Bachelors	4	0	2	4	6	8
AutoCAD Operator I*	Associates	1	0	0	0	1	3
AutoCAD Operator II*	Associates	2	0	0	0	2	4
Business Process Re-engineer Manager	Masters	10	8	10	12	14	16
Business Process Re-engineer Manager II	Masters	12	10	12	14	16	18
Business Process Re-engineer Specialist	Bachelors	4	0	2	4	6	8
Cataloger	Bachelors	2	0	0	2	4	6
Clerical II*	Associates	2	0	0	0	2	4
Clerical III*	Associates	3	0	0	1	3	5
Clerical IV*	Associates	4	0	0	2	4	6
Communications Network Manager	Bachelors	4	0	2	4	6	8
Computer Operator II*	Associates	1	0	0	0	1	3
Computer Operator III*	Associates	1.5	0	0	0	1.5	3.5
Computer Operator IV	Associates	2	0	0	0	2	4
Computer Programmer I	Bachelors	0	0	0	0	2	4
Computer Programmer II	Bachelors	1	0	0	1	3	5
Computer Programmer III	Bachelors	2	0	0	2	4	6
Computer Programmer IV	Bachelors	5	1	3	5	7	9
Computer Security Specialist II	Bachelors	5	1	3	5	7	9
Computer Systems Analyst I	Associates	0	0	0	0	0	2
Computer Systems Analyst II	Associates	1	0	0	0	1	3
Computer Systems Analyst III	Bachelors	3	0		1	3	5
Computer Systems Analyst IV	Bachelors	6	2	4	6	8	10
COOP / DR Engineer III	Bachelors	3	0	1	3	5	7
COOP / DR Manager	Bachelors	4	0	2	4	6	8

Data Communications Specialist	Associates	3	0	0	1	3	5
Director	Masters	12	10	12	14	16	18
Financial Consultant	Bachelors	8	4	6	8	10	12
Functional Analyst	Bachelors	5	1	3	5	7	9
Hardware Specialist I	Associates	.5	0	0	0	.5	2.5
Hardware Specialist II	Associates	1	0	0	0	1	3
Hardware Specialist III	Associates	5	0	1	3	5	7
Hardware Specialist IV	Bachelors	6	2	4	6	8	10
Help Desk Manager	Bachelors	5	1	3	5	7	9
Help Desk Manager II	Bachelors	7	3	5	7	9	11
Help Desk Specialist	Associates	1	0	0	0	1	3
Help Desk Specialist III	Bachelors	2	0	0	2	4	6
Information Systems Architect	Masters	10	8	10	12	14	16
Key Entry Operator I*	Associates	1	0	0	0	1	3
Key Entry Operator II*	Associates	2	0	0	0	2	4
Librarian	Bachelors	1	0	0	1	3	5
Library Technician II*	Associates	2	0	0	0	2	4
Library Technician III	Associates	3	0	0	1	3	5
Management Consultant II	Bachelors	10	6	8	10	12	14
Management Consultant III	Masters	12	10	12	14	16	18
Microsoft Exchange SME	Bachelors	4	0	2	4	6	8
Network Technician I*	Associates	1	0	0	0	1	3
Network Technician II*	Associates	2	0	0	0	2	4
Network Technician III*	Associates	3	0	0	1	3	5
Network Technician IV	Associates	4	0	0	2	4	6
Principal Information Engineer	Bachelors	6	2	4	6	8	10
Principal Systems Architect	Masters	7	5	7	9	11	13
Program Manager	Bachelors	10	6	8	10	12	14
Project Control Specialist	Bachelors	6	2	4	6	8	10
Project Control Specialist II	Bachelors	8	4	6	8	10	12
Project Coordinator II	Bachelors	4	0	2	4	6	8
Project Manager	Bachelors	8	4	6	8	10	12
Quality Assurance Analyst	Bachelors	6	2	4	6	8	10
Quality Assurance Manager	Bachelors	8	4	6	8	10	12

Senior AutoCAD Manager III	Masters	10	8	10	12	14	16
Senior AutoCAD Specialist I	Bachelors	4	0	2	4	6	8
Senior AutoCAD Specialist II	Bachelors	7	3	5	7	9	11
Senior AutoCAD Specialist III	Bachelors	10	6	8	10	12	14
Senior Business Process Engineer Specialist	Masters	8	6	8	10	12	14
Senior Cataloger	Masters	5	3	5	7	9	11
Senior Database Analyst I	Bachelors	2	0	0	2	4	6
Senior Database Analyst II	Bachelors	4	0	2	4	6	8
Senior Database Analyst III	Bachelors	6	2	4	6	8	10
Senior Database Analyst IV	Bachelors	8	4	6	8	10	12
Senior Financial Consultant	Masters	10	8	10	12	14	16
Senior Functional Analyst	Bachelors	7	3	5	7	9	11
Senior Help Desk Specialist	Bachelors	3	0	1	3	5	7
Senior Information Engineer	Bachelors	5	1	3	5	7	9
Senior Information Systems Training Specialist	Bachelors	4	0	2	4	6	8
Senior Librarian	Masters	3	1	3	5	7	9
Senior Logistician	Bachelors	6	2	4	6	8	10
Senior Principal	Masters	15	13	15	17	19	21
Senior Program Control Specialist I	Bachelors	10	6	8	10	12	14
Senior Program Manager	Bachelors	11	7	9	11	13	15
Senior Project Manager	Bachelors	9	5	7	9	11	13
Senior Systems Architect	Bachelors	5	1	3	5	7	9
Senior Systems Engineer I	Bachelors	3	0	1	3	5	7
Senior Systems Engineer II	Bachelors	6	2	4	6	8	10
Senior Systems Engineer III	Bachelors	8	4	6	8	10	12
Senior Systems Engineer IV	Bachelors	10	6	8	10	12	14

Senior Voice/Data Communications Specialist	Bachelors	5	1	3	5	7	9
Senior W/M Software Analyst	Masters	7	5	7	9	11	13
Software Project Director/Work Management Software Architect	Masters	8	6	8	10	12	14
Supervisory Auditor/Accountant	Bachelors	5	1	3	5	7	9
System Technician I	High School	1	0	0	0	0	1
System Technician II	Associates	2	0	0	0	2	4
System Technician III	Associates	4	0	0	2	4	6
System Technician IV	Bachelors	6	2	4	6	8	10
Systems Administrator	Bachelors	2	0	0	2	4	6
Systems Engineer I	Bachelors	0	0	0	0	2	4
Systems Engineer II	Bachelors	4	0	2	4	6	8
Technical Information Specialist I*	High School	1	0	0	0	0	1
Technical Information Specialist II	Associates	2	0	0	0	2	4
Technical Information Specialist III	Bachelors	4	0	2	4	6	8
Technical Information Specialist IV	Bachelors	6	2	4	6	8	10
Technical Writer I	Associates	1	0	0	0	1	3
Technical Writer II	Bachelors	2	0	0	2	4	6
Technical Writer III	Bachelors	3	0	1	3	5	7
Technical Writer IV	Bachelors	3	0	1	3	5	7
Training Instructor	Bachelors	5	1	3	5	7	9
Training Instructor/Course Developer	Bachelors	5	1	3	5	7	9
Training Specialist	Bachelors	3	0	1	3	5	7
Voice/Data Communications Specialist	Bachelors	3	0	1	3	5	7
Work Management Software Analyst	Bachelors	5	1	3	5	7	9
Work Management Software Applications Developer	Masters	4	2	4	6	8	10
Work Management Software	Masters	2	0	2	4	6	8

Implementation Specialist							
Work Management Software Project Technical Leader	Masters	6	4	6	8	10	12

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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.

Labor Category	Standard Qualifications		Substitution				
	Min Edu	Min Exp	PhD	Masters	Bachelors	Associates	High School
Consultant	Bachelors	1	0	0	1	3	5
Management Consultant I	Bachelors	2	0	0	2	4	6
Management Consultant III	Bachelors	6	2	4	6	8	10
Management Consultant IV	Bachelors	8	4	6	8	10	12

Sr. Management Consultant I	Bachelors	9	5	7	9	11	13
Sr. Management Consultant II	Bachelors	12	8	10	12	14	16
Sr. Management Consultant III	Masters	15	13	15	17	19	21
Sr. Management Consultant IV	Masters	18	16	18	20	22	24
Quality Administration Assistant	Bachelors	2	0	0	2	4	6