

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition Service** *Authorized Federal Supply Schedule Price List*

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

### **Professional Services Schedule (PSS)**

**Federal Supply Group:** CORP

**Contract Number:** GS-00F-193CA

**For more information on ordering from Federal Supply Schedules**  
**click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

**Contract Period: July 1, 2015 through June 30, 2020**

**Contractor:** Serco Inc.  
1818 LIBRARY STREET, SUITE 1000  
RESTON, VA 20190 5619

**Business Size:** Large Business

**In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".**

**Telephone:** 703-939-6000  
**FAX Number:** 703-939-6001  
**Web Site:** [www.serco-na.com](http://www.serco-na.com)  
**E-mail:** [david.cornell@serco-na.com](mailto:david.cornell@serco-na.com)  
**Contract Administration:** David Cornell

## **CUSTOMER INFORMATION:**

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

SIN	Recovery	SIN Description
C871-1	C871-1RC	Strategic Planning for Technology Programs/Activities
C871-2	C871-2RC	Concept Development and Requirements Analysis
C871-3	C871-3RC	System Design, Engineering and Integration
C871-4	C871-4RC	Test and Evaluation
C871-5	C871-5RC	Integrated Logistics Support
C871-6	C871-6RC	Acquisition and Life Cycle Management
C874-1	C874-1RC	Integrated Consulting Services
C874-6	C874-6RC	Acquisition Management Support



- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 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.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and Overseas
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$2,500
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery:** Contact Contractor
12. **F.O.B Points(s):** Destination



- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. **Payment address(es):** Same as company address
- 15. **Warranty provision.:** Contractor's standard commercial warranty.
- 16. **Export Packing Charges (if applicable):** N/A
- 17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. **Terms and conditions of installation (if applicable):** N/A
- 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
- 21. **List of service and distribution points (if applicable):** N/A
- 22. **List of participating dealers (if applicable):** N/A
- 23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:** [www.Section508.gov/](http://www.Section508.gov/).
- 25. **Data Universal Numbering System (DUNS) number:** 928859149
- 26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
- 27. **Final Pricing:**

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN(s)	Labor Category	Contractor or Customer Facility or Both	Year 1	Year 2	Year 3	Year 4	Year 5
C874-1 & C874-6	Administrative Support Assistant	Both	\$23.51	\$24.20	\$24.90	\$25.63	\$26.38
C874-1 & C874-6	Administrative Support Specialist	Both	\$37.56	\$38.66	\$39.79	\$40.95	\$42.14



C874-1 & C874-6	Administrative Support Specialist Senior	Both	\$43.92	\$45.20	\$46.52	\$47.88	\$49.28
C874-1 & C874-6	Analyst I	Both	\$38.34	\$39.46	\$40.61	\$41.80	\$43.02
C874-1 & C874-6	Analyst II	Both	\$47.03	\$48.40	\$49.82	\$51.27	\$52.77
C874-1 & C874-6	Analyst III	Both	\$52.04	\$53.56	\$55.12	\$56.73	\$58.39
C874-1 & C874-6	Analyst, Senior	Both	\$60.42	\$62.18	\$64.00	\$65.87	\$67.79
C874-1 & C874-6	Analyst, Lead	Both	\$69.62	\$71.65	\$73.75	\$75.90	\$78.11
C874-1 & C874-6	Consulting Specialist	Both	\$81.09	\$83.46	\$85.89	\$88.40	\$90.98
C874-1 & C874-6	Consulting Specialist Senior	Both	\$99.17	\$102.07	\$105.05	\$108.11	\$111.27
C874-1 & C874-6	Consulting Specialist Principal	Both	\$114.71	\$118.06	\$121.51	\$125.05	\$128.71
C874-1 & C874-6	Consulting Specialist Senior Principal	Both	\$135.15	\$139.10	\$143.16	\$147.34	\$151.64
C874-1 & C874-6	Consulting Specialist Chief	Both	\$188.26	\$193.76	\$199.41	\$205.24	\$211.23
C874-1 & C874-6	Financial Analyst, Senior	Both	\$75.31	\$77.51	\$79.77	\$82.10	\$84.50
C874-1 & C874-6	Technical Writer, Senior	Both	\$69.09	\$71.11	\$73.18	\$75.32	\$77.52
C874-1 & C874-6	Technical Director Senior	Both	\$219.00	\$225.39	\$231.98	\$238.75	\$245.72
C871-1, C871-2, C871-3, C871-4, C871-5, C871-5	Administrative Support Specialist	Customer Facility	\$25.52	\$26.27	\$27.04	\$27.83	\$28.64
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Administrative Support Specialist, Senior	Customer Facility	\$33.12	\$34.09	\$35.08	\$36.11	\$37.16
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Analyst I	Customer Facility	\$29.77	\$30.64	\$31.54	\$32.46	\$33.41
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Analyst II	Customer Facility	\$37.72	\$38.82	\$39.96	\$41.12	\$42.32
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Analyst III	Customer Facility	\$45.66	\$46.99	\$48.36	\$49.77	\$51.23
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Analyst, Senior	Customer Facility	\$50.96	\$52.44	\$53.97	\$55.55	\$57.17
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Analyst, Lead	Customer Facility	\$58.30	\$60.01	\$61.76	\$63.56	\$65.42



C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Applications Engineer, Senior	Customer Facility	\$66.92	\$68.87	\$70.88	\$72.95	\$75.08
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Business Process Reengineering Spec., Senior	Customer Facility	\$73.65	\$75.80	\$78.01	\$80.29	\$82.64
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Business Process Reengineering Spec., Principal	Customer Facility	\$98.45	\$101.33	\$104.29	\$107.33	\$110.47
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Communications Engineer	Customer Facility	\$49.88	\$51.33	\$52.83	\$54.37	\$55.96
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Communications Engineer, Senior	Customer Facility	\$57.66	\$59.34	\$61.07	\$62.86	\$64.69
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Computer Support Associate	Customer Facility	\$23.26	\$23.94	\$24.64	\$25.36	\$26.10
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Computer Systems Engineer	Customer Facility	\$27.17	\$27.96	\$28.78	\$29.62	\$30.49
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Computer Systems Engineer, Senior	Customer Facility	\$39.68	\$40.83	\$42.03	\$43.25	\$44.52
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Computer Systems Specialist	Customer Facility	\$35.91	\$36.96	\$38.04	\$39.15	\$40.29
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Computer Systems Specialist, Senior	Customer Facility	\$47.15	\$48.52	\$49.94	\$51.40	\$52.90
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Computer Systems Technician	Customer Facility	\$27.90	\$28.72	\$29.55	\$30.42	\$31.31
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Consulting Network Engineer	Customer Facility	\$147.83	\$152.15	\$156.59	\$161.17	\$165.87
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Consulting Network Engineer, Senior	Customer Facility	\$223.89	\$230.43	\$237.16	\$244.08	\$251.21
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Consulting Specialist	Customer Facility	\$65.98	\$67.91	\$69.89	\$71.93	\$74.03
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Consulting Specialist, Senior	Customer Facility	\$73.53	\$75.67	\$77.88	\$80.16	\$82.50
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Consulting Specialist, Principal	Customer Facility	\$84.62	\$87.09	\$89.63	\$92.25	\$94.95



C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Consulting Specialist, Senior Principal	Customer Facility	\$117.84	\$121.28	\$124.83	\$128.47	\$132.22
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Consulting Specialist, Chief	Customer Facility	\$145.50	\$149.75	\$154.12	\$158.62	\$163.25
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Drafter	Customer Facility	\$38.02	\$39.13	\$40.27	\$41.45	\$42.66
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Drafting Supervisor	Customer Facility	\$62.45	\$64.28	\$66.15	\$68.08	\$70.07
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Drafter, Senior	Customer Facility	\$45.82	\$47.16	\$48.53	\$49.95	\$51.41
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Electronic Technician	Customer Facility	\$32.43	\$33.38	\$34.35	\$35.35	\$36.39
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Engineer	Customer Facility	\$39.70	\$40.86	\$42.05	\$43.28	\$44.54
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Engineer, Senior	Customer Facility	\$47.88	\$49.28	\$50.72	\$52.20	\$53.72
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Engineer, Lead	Customer Facility	\$63.77	\$65.63	\$67.55	\$69.52	\$71.55
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Engineering Specialist	Customer Facility	\$72.81	\$74.93	\$77.12	\$79.37	\$81.69
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Engineering Specialist, Senior	Customer Facility	\$83.08	\$85.50	\$88.00	\$90.57	\$93.21
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Engineering Specialist, Principal	Customer Facility	\$92.63	\$95.33	\$98.12	\$100.98	\$103.93
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Engineering Specialist, Senior Principal	Customer Facility	\$110.64	\$113.87	\$117.19	\$120.62	\$124.14
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Engineering Specialist, Chief	Customer Facility	\$164.33	\$169.13	\$174.07	\$179.15	\$184.38
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Field Engineer	Customer Facility	\$49.29	\$50.73	\$52.21	\$53.73	\$55.30
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Field Engineer, Senior	Customer Facility	\$60.55	\$62.32	\$64.14	\$66.01	\$67.94



C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Financial Analyst	Customer Facility	\$44.20	\$45.49	\$46.82	\$48.19	\$49.60
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Financial Analyst, Senior	Customer Facility	\$102.00	\$104.98	\$108.05	\$111.20	\$114.45
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Graphic Artist	Customer Facility	\$35.95	\$37.00	\$38.08	\$39.19	\$40.34
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Information Engineer, Principal	Customer Facility	\$101.35	\$104.30	\$107.35	\$110.48	\$113.71
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Information Engineer, Senior	Customer Facility	\$100.22	\$103.15	\$106.16	\$109.26	\$112.45
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Installation Technician	Customer Facility	\$32.43	\$33.38	\$34.35	\$35.35	\$36.39
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Installation Technician, Senior	Customer Facility	\$52.78	\$54.32	\$55.90	\$57.54	\$59.22
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Mechanical Technician	Customer Facility	\$29.93	\$30.80	\$31.70	\$32.63	\$33.58
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Process Analyst, Senior	Customer Facility	\$62.09	\$63.90	\$65.77	\$67.69	\$69.67
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Process Automation Specialist	Customer Facility	\$154.05	\$158.55	\$163.18	\$167.94	\$172.85
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Programmer/Analyst, Senior	Customer Facility	\$60.19	\$61.95	\$63.75	\$65.62	\$67.53
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Project Manager	Customer Facility	\$97.99	\$100.85	\$103.80	\$106.83	\$109.95
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Quality Assurance Manager	Customer Facility	\$78.27	\$80.56	\$82.91	\$85.33	\$87.82
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	System Integration Specialist	Customer Facility	\$180.89	\$186.17	\$191.61	\$197.21	\$202.96
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Systems Analyst	Customer Facility	\$43.57	\$44.84	\$46.15	\$47.49	\$48.88
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Systems Analyst, Junior	Customer Facility	\$36.82	\$37.90	\$39.01	\$40.15	\$41.32



C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Systems Analyst, Senior	Customer Facility	\$56.00	\$57.63	\$59.32	\$61.05	\$62.83
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Systems Architect, Principal	Customer Facility	\$100.22	\$103.15	\$106.16	\$109.26	\$112.45
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Technical Director	Customer Facility	\$166.30	\$171.15	\$176.15	\$181.30	\$186.59
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Technical Director, Senior	Customer Facility	\$188.60	\$194.11	\$199.78	\$205.61	\$211.61
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Technical Manager	Customer Facility	\$70.41	\$72.46	\$74.58	\$76.76	\$79.00
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Technical Manager, Senior	Customer Facility	\$103.57	\$106.59	\$109.71	\$112.91	\$116.21
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Technical Writer	Customer Facility	\$30.83	\$31.74	\$32.66	\$33.62	\$34.60
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Technical Writer, Senior	Customer Facility	\$46.66	\$48.03	\$49.43	\$50.87	\$52.36
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Telecommunications Specialist	Customer Facility	\$40.22	\$41.40	\$42.60	\$43.85	\$45.13
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Subject Matter Expert III IS/C2 Architect	Customer Facility	\$382.43	\$393.60	\$405.09	\$416.92	\$429.09
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Subject Matter Expert II IS/C2 Architect	Customer Facility	\$305.29	\$314.21	\$323.38	\$332.82	\$342.54
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Subject Matter Expert I IS/C2 Architect	Customer Facility	\$205.65	\$211.66	\$217.84	\$224.20	\$230.75
C871-1, C871-2, C871-3, C871-4, C871-5, C871-7	Administrative Support Specialist	Contractor Facility	\$32.82	\$33.78	\$34.77	\$35.78	\$36.83
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Administrative Support Specialist, Senior	Contractor Facility	\$37.97	\$39.08	\$40.22	\$41.39	\$42.60
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Analyst I	Contractor Facility	\$33.63	\$34.62	\$35.63	\$36.67	\$37.74
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Analyst II	Contractor Facility	\$48.59	\$50.01	\$51.47	\$52.97	\$54.52



C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Analyst III	Contractor Facility	\$53.98	\$55.56	\$57.18	\$58.85	\$60.57
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Analyst, Senior	Contractor Facility	\$50.99	\$52.48	\$54.01	\$55.58	\$57.21
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Analyst, Lead	Contractor Facility	\$65.15	\$67.05	\$69.01	\$71.02	\$73.10
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Applications Engineer, Senior	Contractor Facility	\$76.40	\$78.63	\$80.92	\$83.29	\$85.72
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Business Process Reengineering Spec., Senior	Contractor Facility	\$95.91	\$98.71	\$101.59	\$104.56	\$107.61
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Business Process Reengineering Spec., Principal	Contractor Facility	\$110.94	\$114.18	\$117.51	\$120.94	\$124.47
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Communications Engineer	Contractor Facility	\$56.91	\$58.58	\$60.29	\$62.05	\$63.86
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Communications Engineer, Senior	Contractor Facility	\$62.22	\$64.03	\$65.90	\$67.83	\$69.81
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Computer Support Associate	Contractor Facility	\$29.94	\$30.81	\$31.71	\$32.64	\$33.59
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Computer Systems Engineer	Contractor Facility	\$31.02	\$31.93	\$32.86	\$33.82	\$34.81
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Computer Systems Engineer, Senior	Contractor Facility	\$41.82	\$43.04	\$44.29	\$45.59	\$46.92
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Computer Systems Specialist	Contractor Facility	\$46.26	\$47.61	\$49.00	\$50.43	\$51.91
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Computer Systems Specialist, Senior	Contractor Facility	\$60.73	\$62.51	\$64.33	\$66.21	\$68.14
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Computer Systems Technician	Contractor Facility	\$33.00	\$33.96	\$34.95	\$35.97	\$37.02
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Consulting Network Engineer	Contractor Facility	\$165.26	\$170.08	\$175.05	\$180.16	\$185.42
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Consulting Network Engineer, Senior	Contractor Facility	\$241.03	\$248.07	\$255.31	\$262.76	\$270.44



C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Consulting Specialist	Contractor Facility	\$84.99	\$87.47	\$90.03	\$92.66	\$95.36
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Consulting Specialist, Senior	Contractor Facility	\$94.71	\$97.47	\$100.32	\$103.25	\$106.26
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Consulting Specialist, Principal	Contractor Facility	\$100.78	\$103.72	\$106.75	\$109.87	\$113.08
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Consulting Specialist, Senior Principal	Contractor Facility	\$123.10	\$126.70	\$130.40	\$134.20	\$138.12
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Consulting Specialist, Chief	Contractor Facility	\$191.43	\$197.02	\$202.77	\$208.70	\$214.79
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Drafter	Contractor Facility	\$40.92	\$42.12	\$43.35	\$44.61	\$45.91
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Drafting Supervisor	Contractor Facility	\$80.45	\$82.80	\$85.22	\$87.71	\$90.27
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Drafter, Senior	Contractor Facility	\$51.26	\$52.76	\$54.30	\$55.89	\$57.52
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Electronic Technician	Contractor Facility	\$39.32	\$40.46	\$41.64	\$42.86	\$44.11
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Engineer	Contractor Facility	\$41.78	\$43.00	\$44.25	\$45.54	\$46.87
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Engineer, Senior	Contractor Facility	\$48.20	\$49.60	\$51.05	\$52.54	\$54.08
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Engineer, Lead	Contractor Facility	\$84.66	\$87.13	\$89.68	\$92.30	\$94.99
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Engineering Specialist	Contractor Facility	\$93.75	\$96.49	\$99.30	\$102.20	\$105.19
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Engineering Specialist, Senior	Contractor Facility	\$106.96	\$110.09	\$113.30	\$116.61	\$120.02
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Engineering Specialist, Principal	Contractor Facility	\$121.43	\$124.97	\$128.62	\$132.38	\$136.24
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Engineering Specialist, Senior Principal	Contractor Facility	\$110.64	\$113.87	\$117.19	\$120.62	\$124.14



C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Engineering Specialist, Chief	Contractor Facility	\$165.88	\$170.72	\$175.70	\$180.84	\$186.12
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Field Engineer	Contractor Facility	\$57.72	\$59.40	\$61.14	\$62.92	\$64.76
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Field Engineer, Senior	Contractor Facility	\$71.80	\$73.89	\$76.05	\$78.27	\$80.56
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Financial Analyst	Contractor Facility	\$56.91	\$58.58	\$60.29	\$62.05	\$63.86
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Financial Analyst, Senior	Contractor Facility	\$131.35	\$135.18	\$139.13	\$143.19	\$147.37
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Graphic Artist	Contractor Facility	\$46.31	\$47.67	\$49.06	\$50.49	\$51.97
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Information Engineer, Principal	Contractor Facility	\$118.78	\$122.25	\$125.82	\$129.49	\$133.27
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Information Engineer, Senior	Contractor Facility	\$121.21	\$124.75	\$128.39	\$132.14	\$136.00
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Installation Technician	Contractor Facility	\$45.06	\$46.37	\$47.73	\$49.12	\$50.56
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Installation Technician, Senior	Contractor Facility	\$69.00	\$71.01	\$73.09	\$75.22	\$77.42
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Mechanical Technician	Contractor Facility	\$38.55	\$39.68	\$40.84	\$42.03	\$43.26
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Process Analyst, Senior	Contractor Facility	\$70.89	\$72.96	\$75.09	\$77.28	\$79.54
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Process Automation Specialist	Contractor Facility	\$154.05	\$158.55	\$163.18	\$167.94	\$172.85
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Programmer/Analyst, Senior	Contractor Facility	\$68.71	\$70.72	\$72.78	\$74.91	\$77.09
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Project Manager	Contractor Facility	\$126.34	\$130.03	\$133.83	\$137.74	\$141.76
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Quality Assurance Manager	Contractor Facility	\$101.89	\$104.87	\$107.93	\$111.08	\$114.32



C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	System Integration Specialist	Contractor Facility	\$206.60	\$212.63	\$218.84	\$225.23	\$231.81
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Systems Analyst	Contractor Facility	\$56.11	\$57.75	\$59.44	\$61.17	\$62.96
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Systems Analyst, Junior	Contractor Facility	\$47.46	\$48.84	\$50.27	\$51.74	\$53.25
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Systems Analyst, Senior	Contractor Facility	\$72.12	\$74.22	\$76.39	\$78.62	\$80.92
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Systems Architect, Principal	Contractor Facility	\$128.08	\$131.82	\$135.67	\$139.63	\$143.71
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Technical Director	Contractor Facility	\$171.93	\$176.95	\$182.12	\$187.43	\$192.91
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Technical Director, Senior	Contractor Facility	\$257.01	\$264.52	\$272.24	\$280.19	\$288.37
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Technical Manager	Contractor Facility	\$84.49	\$86.95	\$89.49	\$92.11	\$94.80
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Technical Manager, Senior	Contractor Facility	\$125.75	\$129.42	\$133.20	\$137.09	\$141.09
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Technical Writer	Contractor Facility	\$35.96	\$37.01	\$38.09	\$39.20	\$40.35
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Technical Writer, Senior	Contractor Facility	\$60.09	\$61.85	\$63.66	\$65.51	\$67.43
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Telecommunications Specialist	Contractor Facility	\$45.92	\$47.26	\$48.64	\$50.06	\$51.53
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Subject Matter Expert III IS/C2 Architect	Contractor Facility	\$382.43	\$393.60	\$405.09	\$416.92	\$429.09
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Subject Matter Expert II IS/C2 Architect	Contractor Facility	\$305.29	\$314.21	\$323.38	\$332.82	\$342.54
C871-1, C871-2, C871-3, C871-4, C871-5, C871-6	Subject Matter Expert I IS/C2 Architect	Contractor Facility	\$205.65	\$211.66	\$217.84	\$224.20	\$230.75

**Service Contract Act (SCA) Matrix**

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
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Administrative Support Assistant	01111 General Clerk I	05-2375
Administrative Support Specialist	01112 General Clerk II	05-2375
Administrative Support Specialist, Senior	01113 General Clerk III	05-2375
Technical Writer, Senior	30461 - Technical Writer I	05-2375
Administrative Support Specialist	01020 - Administrative Assistant	05-2103
Administrative Support Specialist, Senior	01020 - Administrative Assistant	05-2103
Computer Systems Specialist	14041 - Computer Operator I	05-2103
Computer Systems Specialist, Senior	14041-Computer Operator III	05-2103
Computer Systems Technician	14043 - Computer Operator III	05-2103
Electronic Technician	23181 - Electronics Technician Maintenance I	05-2103
Technical Writer	30461 - Technical Writer I	05-2103
Technical Writer, Senior	30462 -Technical Writer II	05-2103
Engineer	30081 - Engineering Technician I	05-2103
Engineer, Senior	30082 - Engineering Technician II	05-2103
Engineer, Lead	30083 - Engineering Technician III	05-2103
Engineering Specialist	30084 - Engineering Technician IV	05-2103
Engineering Specialist, Senior	30085 - Engineering Technician V	05-2103
Engineering Specialist, Senior Principal	30086 - Engineering Technician VI	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

**Labor Categories:** The awarded labor categories and substitution methodology are as indicated below.

**PES LABOR CATEGORIES**

**JOB TITLE: ADMINISTRATIVE SUPPORT SPECIALIST**

Minimum Experience/Education: At least 3 years experience in professional office environment with general knowledge of office support software and formal correspondence and document development. High school diploma.

Functional Responsibilities: Prepares correspondence and formal documentation in accordance with established style guidelines. Utilizes automated word processing software to develop correspondence and documentation. Utilizes automated database and spreadsheet software to maintain project manager contract status tracking information.

**JOB TITLE: ADMINISTRATIVE SUPPORT SPECIALIST, SENIOR**

Minimum Experience/Education: At least 6 years experience in professional office environment with general knowledge of office support software and formal correspondence and document development. High school diploma.

Functional Responsibilities: Prepares technical correspondence and formal documentation in accordance with established style guidelines. Utilizes automated word processing software to develop correspondence and documentation. Utilizes automated database and spreadsheet software to maintain project manager contract status tracking information. Prepares milestone charts and scheduling worksheets.



**JOB TITLE: ANALYST I**

Minimum Experience/Education: Advanced technical training and 1-2 years of experience OR BA/BS degree and minimal experience.

Functional Responsibilities: Collects data from readily available sources and summarizes into prescribed format. Verifies the adequacy/accuracy of information noting variances which may require further investigation. Interactions typically involve collecting data, exchanging information on factual matter, and/or other activities which require ordinary courtesy and tact.

**JOB TITLE: ANALYST II**

Minimum Experience/Education: Advanced technical training and 2-4 years of experience OR BA/BS degree and 1-2 years experience.

Functional Responsibilities: Collects and maintains data requiring little, if any, interpretation in accordance with plans developed by others. Summarizes data, verifies the adequacy/accuracy of information noting variances which may require further investigation, and prepares related documentation. Interactions typically involve collecting data, exchanging information on factual matter, and/or other activities which require ordinary courtesy and tact.

**JOB TITLE: ANALYST III**

Minimum Experience/Education: Advanced technical training and 3-5 years of experience OR BA/BS degree and 2-4 years of experience.

Functional Responsibilities: Collects and maintains data requiring little, if any, interpretation in accordance with plans developed by others. Summarizes data, verifies the adequacy/accuracy of information noting variances which may require further investigation and prepares related documentation. Interactions typically involved collecting data exchanging information on factual matters, and/or other activities which require ordinary courtesy and tact. Occasional direct business contact with the client.

**JOB TITLE: ANALYST, SENIOR**

Minimum Experience/Education: Advanced technical training and 4-6 years of experience OR BA/BS degree and 3-5 years of experience OR advanced degree and 1-2 years of experience.

Functional Responsibilities: Collects, maintains and verifies data in accordance with plans developed by others. Data often comes from diverse sources and frequently require interpretation. Analyzes data in order to identify trends and potential technical and management problems. Drafts reports of finding along with related documentation for higher level review. Provides advice and service to clients and customers on designated phases of projects and in accordance with contract provisions and superiors' directives.

**JOB TITLE: ANALYST, LEAD**

Minimum Experience/Education: Advanced technical training and 6-10 years of experience OR BA/BS degree and 4-6 years of experience OR advanced degree and 2-4 years of experience.

Functional Responsibilities: Collects and interprets data from diverse sources. Structures moderately complex data analysis plans for analysts and support staff. May oversee the data collection activities of



analysts and support staff. Utilizes advanced data analysis techniques to determine causes of discrepancies or inconsistencies. Provides advice and service to clients and customers on designated phases of projects or in areas of technical expertise. May prepare and make presentation dealing with the status of projects, management systems, and/or management and technical problems and proposed solutions.

**JOB TITLE: APPLICATIONS ENGINEER, SENIOR**

Minimum Experience/Education: At least 10 years experience in technical management of information technology projects with gradually increasing responsibility. Requires a minimum of six to seven years of experience managing information systems type tasks supervising at least 15 personnel. Requires knowledge of all contract support operations, development, direct tasking, agency representation, and resource management. Advanced degree in business or technical discipline with emphasis in information systems management.

Functional Responsibilities: Schedules, assigns, and reviews duties of Systems Analysts, Computer Systems Engineers, and Computer Programmers. Formulates and reviews task order plans and deliverable items. Develops technical approach and cost for task order proposals. Meets with client agency functional representatives. Actively applies quality assurance measures to the management and performance of the contract. Assures completion of task orders within estimated time frames and budget constraints. Assures that all services and deliverables under a task order or contract satisfy the requirements and needs of the customer.

**JOB TITLE: BUSINESS PROCESS REENGINEERING SPECIALIST, SENIOR**

Minimum/General Experience: A minimum of 10 years experience, of which at least eight years must be specialized. Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of Business Process Reengineers; with a Master's Degree (as described below) eight years general experience of which at least six years must be specialized experience is required; with a Ph.D. (as described below) six years general experience of which at least five years must be specialized experience is required; with thirteen years general experience of which at least eleven years is specialized, a degree is not required. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related scientific or technical discipline

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. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently.

**JOB TITLE: BUSINESS PROCESS REENGINEERING SPECIALIST, PRINCIPAL**

Minimum Experience/Education: A minimum of 10 years experience, of which at least seven years must be specialized. Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of Business Process Reengineering



Specialist; with a Ph.D. (as described below) eight years general experience of which at least six years must be specialized experience is required; with a Bachelor's degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline and 12 years general experience of which at least nine must be specialized experience, a Masters degree is not required. A Master's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related scientific or technical discipline.

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.

**JOB TITLE: COMMUNICATIONS ENGINEER**

Minimum Experience/Education: At least 4 years experience in network and system administration. Bachelor's Degree in Computer Science or related field.

Functional Responsibilities: Designs, develops, implements, and administers systems and networks. Analyzes requirements, investigates problems, and develops hardware and software solutions. Uses working knowledge of inter-network protocols and products to test hardware and software in assessing capabilities and insuring interoperability with existing system architectures. Solves integration issues with operational systems. Provides high quality testing and evaluation of Local Area and Wide Area Network equipment and application software. Performs detailed study of equipment and services, comparing the existing telecommunication facilities to existing Local area networks and Wide area networks, and then recommending new Hardware, Software, Network operating systems, and Network Management tools.

**JOB TITLE: COMMUNICATIONS ENGINEER, SENIOR**

Minimum Experience/Education: At least 8 years progressive experience with testing, configuring, and troubleshooting Local Area Networks and Wide Area Networks. Four years managerial experience in system operations and evaluation. Bachelor's Degree in Computer Science or related field.

Functional Responsibilities: Coordinates and directs other system engineers in designing, developing, implementing, and administering systems. Analyzes requirements, investigates problems, and develops hardware and software solutions before communicating to customers, senior contract representatives, and other system engineers. Use working knowledge of inter-network protocols and products to test hardware and software in assessing capabilities and insuring interoperability with existing system architectures. Solves integration issues with operational systems. Provides high quality testing and evaluation of Local Area and Wide Area Network equipment and application software. Performs detailed study of equipment and services, comparing the existing telecommunication facilities to existing Local area networks and Wide area networks, and then recommending new Hardware, Software, Network operating systems, and Network Management tools.

**JOB TITLE: COMPUTER SUPPORT ASSOCIATE**

Minimum Experience/Education: 1 year work experience. Basic knowledge of computer applications. Must be able to perform basic data entry or touch typing. High School Diploma.



Functional Responsibilities: Enters and/or updates text or numerical data in computer system. Consolidates data from predefined sources, performs simple comparisons, verifies accuracy, and so forth. Prepares routine materials such as reports, letters, memoranda, and/or documents from rough drafts or detailed instructions. Maintains database of task or project information by adding and/or updating applications according to established procedures. Monitors integrity of data and reports discrepancies and/or areas for concern to appropriate personnel. Responds to routine requests for information via phone or in person following established guidelines for releasing information. Generates lists, reports, or materials, as necessary to provide required information. Performs related clerical duties for operation center or assigned area such as maintaining office supply levels, routine filing, making photocopies, answering telephone calls, relaying caller to appropriate person, taking and recording messages, typing forms, simple letters, or memoranda, and the like.

**JOB TITLE: COMPUTER SYSTEMS ENGINEER**

Minimum Experience/Education: At least 3-4 years experience with automated systems and working knowledge of management information systems, multi-user and single-user operating systems, and database management systems. Capable in the designing, planning, and troubleshooting of application software. Bachelor's of Science degree or higher in one of the following academic fields: Information Systems Management, Computer Systems Analysis, Computer Science, or an equivalent field or three years experience with automated systems.

Functional Responsibilities: Develops analytical and computational techniques and methodology for problem solutions. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop planning documents. Provides technical support in software engineering techniques and automated support tools.

**JOB TITLE: COMPUTER SYSTEMS ENGINEER, SENIOR**

Minimum Experience/Education: At least 7 years experience with automated systems and five years experience with management information systems, multi-user and single-user operating systems, and database management systems. Capable in the design, development, and troubleshooting of application software. Bachelor's of Science degree or higher in one of the following academic fields: Information systems Management, Computer Systems Analysis, Computer Science, or an equivalent field or seven years experience with automated systems.



Functional Responsibilities: Applies a service-wide set a disciplines for the planning, analysis, design, and construction of information systems on an organization-wide basis or across a major sector of the organization. Develops analytical and computational techniques and methodology for problem solutions. Performs Organization-wide strategic systems planning, business information planning, and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as computer-aided software engineering (CASE) tools. Applies reverse engineering and re-engineering disciplines to develop planning documents. Provides technical guidance in software engineering techniques and automated support tools. Provides daily supervision and direction to staff.

**JOB TITLE: COMPUTER SYSTEMS SPECIALIST**

Minimum Experience/Education: 1-2 years of experience. High school diploma plus up to 6 months of post-high school training such as business or computer application coursework.

Functional Responsibilities: Performs one or a combination of the following duties: Utilizes computer-based word processing, spreadsheet, or graphics packages to prepare graphs, charts, reports, manuals, and so forth from rough draft, verbal instruction, or general directions. Maintains and updates computer files and/or databases for assigned project or operation center, consolidates, manipulates and summarizes information, and prepares and/or generates recurring reports and/or ad hoc queries. Identifies areas for improving data collection and/or maintenance procedures, recommends solutions, and assists in their implementation. Responds to information requests following established guidelines. In doing so, consolidates, manipulates, and/or merges data, generates lists, reports, or materials as necessary to provide required information, and provides information regarding same. Performs related clerical duties for operation center or assigned area such as maintaining office supply levels, routine filing, making photocopies, answering telephone calls, relaying caller to appropriate person, taking and recording messages, typing forms, simple letters, or memoranda, and the like.

**JOB TITLE: COMPUTER SYSTEMS SPECIALIST, SENIOR**

Minimum Experience/Education: 2-3 years experience. Completion of high school plus up to 6 months of post-high school training such as business or computer application course work.

Functional Responsibilities: Utilizes computer-based word processing, spreadsheet and graphics packages to prepare graphs, charts, reports, manuals, and so forth from rough draft, verbal instruction, or general directions. Maintains and updates multiple and/or complex computer databases for assigned project(s) or operation center, consolidates, manipulates and summarizes information, and prepares and/or generates recurring reports and/or ad hoc queries. Prepares complex, sensitive and/or ad hoc reports according to directives from management personnel. Gathers information from diverse sources and reviews information for reasonableness, clarity, and accuracy. Informs appropriate management personnel of variances or inconsistencies. Responsible for identifying areas or methods for collecting, manipulating and/or maintaining project databases, securing approval for changes, and ensuring their implementation. Responds to information requests following established guidelines. In doing so, consolidates, manipulates, and/or merges data, generates lists, reports, or materials as necessary to provide required information, and provides information regarding same. Performs related clerical duties for operation center or assigned area such as maintaining office supply levels, routine filing, making photocopies, answering telephone calls, relaying caller to appropriate person, taking and recording messages, typing forms, simple letters, or memoranda, and the like.

**JOB TITLE: COMPUTER SYSTEMS TECHNICIAN**



Minimum Experience/Education: Minimum of (4) years functional experience in operation, maintenance, and repair of complex computer systems including (2) years experience with the Associates Degree or equivalent course work in electronics, engineering, or computer technology. Graduation from a military or civilian trade school whose curriculum dealt directly with the operation, repair, and programming of digital computer/processing systems may be substituted as equivalent coursework.

Functional Responsibilities: Operates, maintains, and repairs DEC PDP-11 and VAX Series; Harris H Series, Gould 32 Series, and Alliant Series computers.

**JOB TITLE: CONSULTING NETWORK ENGINEER**

Minimum Experience/Education: At least 3 years experience with automated systems and two years experience with management information systems, network operating systems, and database management systems. Bachelor's of Science degree or higher in one of the following academic fields: Information Systems Management, Computer Systems Analysis, Computer Science, or an equivalent field or five years experience with automated systems.

Functional Responsibilities: Designs, implements, and administers systems based on Microsoft Windows NT Server and Novell NetWare. Performs general and advanced trouble shooting tasks. Installs operating systems and add-on products. Integrates and configures network components and protocols. Manages Internet and Internet services, firewalls, and network security. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as computer-aided software engineering (CASE) tools.

**JOB TITLE: CONSULTING NETWORK ENGINEER, SENIOR**

Minimum Experience/Education: At least 5 years experience with automated systems and three years experience with management information systems, network operating systems, and database management systems. Bachelor's of Science degree or higher in one of the following academic fields: Information Systems Management, Computer Systems Analysis, Computer Science, or an equivalent field or seven years experience with automated systems.

Functional Responsibilities: Designs, implements, and administers systems based on Microsoft Windows NT Server and Novell NetWare. Performs general and advanced trouble shooting tasks. Installs operating systems and add-on products. Integrates and configures network components and protocols. Manages Internet and Internet services, firewalls, and network security. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as computer-aided software engineering (CASE) tools.

**JOB TITLE: CONSULTING SPECIALIST**

Minimum Experience/Education: Advanced technical training and 10-12 years of experience OR BA/BS degree and 6-10 years of experience OR Advanced degree and 4-6 years of experience.

Functional Responsibilities: Work is performed in accordance with existing project plans and schedules although incumbents are expected to continually monitor project progress and forecast and propose changes in plans and schedules to senior company manager when necessary to more efficiently or effectively achieve project goals. Poor performance likely to cause significant short-term damage to relationships with customers/clients as well as delays and over-budget conditions for work assigned. Prepares data collection and data analysis plans for major project phases and/or entire projects. This requires a professional level of knowledge in a technical or scientific field (e.g., computer sciences, engineering, physics, military science, human learning, or human resources development) or extensive



experience dealing with complex and multi-variate management problems (e.g., planning, forecasting, logistics, project management and cost control). Provides advice and service to clients and customer on several phases of projects or in areas of technical expertise. May prepare and make presentation dealing with status of projects, management systems, etc. Incumbents are typically responsible for planning and coordinating the work of technical or administrative personnel and other analysts. This includes assigning work to, training, and following up on assigned project phases.

**JOB TITLE: CONSULTING SPECIALIST, SENIOR**

Minimum Experience/Education: Advanced technical training more than 12 years of experience OR BS degree and 6-10 years of experience OR Advanced degree and 4-6 years of experience.

Functional Responsibilities: Work requires development of comprehensive and relatively complex project plans and schedules. It also requires the continual monitoring and updating of plans and schedules in order to ensure that project goals are achieved. Incumbents have broad latitude for decision-making and are reviewed on the basis of results achieved. Prepares complex data analysis plans or engineering plans. Jobs at this level typically require the innovative application of specialized knowledge (e.g., technical expertise in a specific discipline) or the resolution of complex management problems which require innovative solutions based on broad functional knowledge. Typically delegates data collection and analysis work and provides technical oversight of assigned projects.

**JOB TITLE: CONSULTING SPECIALIST, PRINCIPAL**

Minimum Experience/Education: Advanced technical training 14 years of experience OR BA/BS degree and advanced academic work and 10 years of experience OR Advanced degree and 8 years of experience.

Functional Responsibilities: Work requires the independent development of comprehensive and relatively complex project plans and schedules and continual monitoring and updating of plans and schedules to ensure that project goals are achieved. Incumbents have broad latitude for decision-making and are reviewed on the basis of results achieved. Prepares intricate and/or complex engineering or data analysis plans which require a high level of specialized knowledge or the resolution of complex management problems which require extensive cross-functional knowledge. Typically delegates data collection and analysis work and performs technical review of reports or client deliverables prior to their issuance. Provides advice and service to clients and customers on several phases of projects or in areas of technical expertise. May persuade clients to revise or change assigned tasks to ensure quality of product or service. Makes presentations at meetings and conferences and may function as clients' representative and/or spokesperson. Incumbents regularly plan the work of, assign work to, and coordinate the work of other RCI employees on assigned projects. Incumbents at this level have full technical responsibility for developing, interpreting, and executing assignments, but do not have direct human resource responsibility for hiring, evaluating, disciplining or discharging staff.

**JOB TITLE: CONSULTING SPECIALIST, SENIOR PRINCIPAL**

Minimum Experience/Education: Advanced technical training and more than 15 years of experience OR BA/BS degree and more than 12 years of experience OR Advanced degree and more than 10 years of experience.

Functional Responsibilities: Work requires the independent development of comprehensive and highly complex project plans and schedules and continual monitoring and updating of same to ensure that project goals are achieved. Incumbents have broad latitude for decision-making at the operations center level and are reviewed on the basis of results achieved. Prepares intricate and/or complex engineering or



data analysis plans which require a very high level of specialized knowledge or the resolution of complex management problems which require extensive cross-functional knowledge. Typically delegates data collection and analysis work and performs technical review of reports or client deliverables prior to their issuance.

**JOB TITLE: CONSULTING SPECIALIST, CHIEF**

Minimum Experience/Education: BA/BS degree and more than 15 years of experience OR Advanced degree and more than 12 years of experience.

Functional Responsibilities: Work requires the independent development of comprehensive, sophisticated, and highly complex project plans and schedules and continual monitoring and updating of same to ensure that project goals are achieved. Incumbents have broad latitude for decision-making at the division level and are reviewed on the basis of results achieved. Prepares intricate and/or complex engineering or data analysis plans which require the highest level of specialized knowledge (e.g., original research in a specific discipline) or the resolution of complex management problems which require extensive cross-functional knowledge. Typically delegates data collection and analysis work and performs technical review of reports or client deliverables prior to their issuance.

**JOB TITLE: DRAFTER**

Minimum Experience/Education: 1-2 years experience. Work requires the analytical ability to perform various calculations when preparing drawings and review and create layouts from rough draft and verbal instructions. Work requires the interpersonal skills to gather and exchange information with engineers or other project team members when discussing layout and drawings. Work requires the ability to proofread and check documents, drawings, and data for accuracy, use a keyboard to enter and transform data, and identify and distinguish colors. Completion of high school plus up to one year of specialized training in computer drafting.

Functional Responsibilities: Prepare various drawings and/or layouts of complete products and complex mechanisms with support of engineer. Prepares complex assembly and detailed drawings showing interrelated dimensions and positions requiring various calculations such as strength of materials, simple forces and stresses, speeds, and weights. Works from sketches, models, and verbal information supplied by engineers to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. Performs related duties such as gathering information via site visits, completing miscellaneous paperwork, check engineering inputs for inconsistencies, backing up computer files, and the like.

**JOB TITLE: DRAFTING SUPERVISOR**

Minimum Experience/Education: Work requires the knowledge and application of standardized drawing techniques. Work requires in-depth understanding of computer drafting, general familiarity with coordinating and overseeing multiple assignments, and general knowledge of Company policies, procedures, and work practices. This is normally acquired during two to three years of previous experience and six to twelve months of time on the job. Work requires the analytical ability to schedule and coordinate multiple drafting projects; review completed drawings for accuracy, and maintains an adequate level of supplies. Work requires the interpersonal skills to coordinate the work of others, receive drafting work from task leaders, and negotiate appropriate deadlines. Work requires the ability to proofread and check documents, drawings, and data for accuracy, use a keyboard to enter and transform data, and identify and distinguish colors. Completion of high school plus up to one year of specialized training in computer drafting.



Functional Responsibilities: Coordinates, assigns, and monitors drafting workload ensuring projects are completed in accordance with established timeframe. Receives drafting assignments from various task leaders, works with it to establish deadlines, and coordinates multiple-phase assignments to ensure completion. Reviews completed drawings and related materials for accuracy. Applies advanced knowledge of drafting to assist drafting personnel in resolving complex and/or difficult drafting problems and/or unique situations. May perform drafting duties in response to workload demands and/or staffing shortages.

**JOB TITLE: DRAFTER, SENIOR**

Minimum Experience/Education: Personnel assigned to this labor category should have eight years experience in the development of engineering drawings and at least four years experience with computer-aided drafting. High School Diploma and certification in computer-aided drafting from an accredited institution.

Functional Responsibilities: Develops and provides Quality Assurance checks for installation engineering drawings and diagrams based upon input from technical and/or engineering staff. Provides technical leadership to lower level drafters.

**JOB TITLE: ELECTRONIC TECHNICIAN**

Minimum Experience/Education: Personnel assigned to this labor category shall have at least one year of experience in the installation, repair, maintenance, overhaul, troubleshooting and testing of electronic systems and equipment. Work requires practical application of technical knowledge of electronic principles, ability to determine malfunction causes, and skill to put equipment into operating condition. Understands the interrelationships of circuits; performs circuit analyses, calculates wave forms, traces relationships in signal flow and regularly uses complex electronic test instruments such as dual trace oscilloscopes, pulse generators, and deviation meters. High School Diploma and successful completion of an apprentice program in electronics above the high school level or successful completion of relevant military or commercial technical training.

Functional Responsibilities: Installs and repairs electronic communication and ADP equipment including LAN/WAN installations. Integrates installed equipment with supporting peripheral devices and tests/certifies equipment performance.

**JOB TITLE: ENGINEER**

Minimum Experience/Education: Advanced technical training and 2-4 years of experience OR BS degree and 1-2 years of experience.

Functional Responsibilities: Work is performed in accordance with specific procedure or under the close supervision of more experienced personnel. Collects and maintains technical data requiring limited interpretation in accordance with plans developed by others. Summarizes data, verifies the adequacy/accuracy of information noting variances which may require further investigation, and prepares related documentation. Interactions typically involved collecting data, exchanging information on factual matter, and/or other activities which require ordinary courtesy and tact.

**JOB TITLE: ENGINEER, LEAD**

Minimum Experience/Education: Advanced technical training and 6-10 years of experience OR BS degree and 4-6 years of experience OR Advanced degree and 2-4 years of experience.



Functional Responsibilities: Work is performed in accordance with project plans and schedules although incumbents have considerable freedom to decide on priorities and technical procedures to be followed. Work is reviewed for technical soundness and professional judgement and to determine if results have been achieved. Provides engineering/technical support including interpreting data from diverse sources, developing and monitoring testing procedures, technical review of results, and the like. Structures moderately complex data analysis plans or testing procedures for engineering and technical support staff. May oversee the activities of lower-level technical and support staff. Provides advice and service to clients and customers on designated phases of projects or in areas of technical expertise. May prepare and make presentations dealing with the status of projects, technical results and/or management and technical results and/or management and technical problems and proposed solutions.

**JOB TITLE: ENGINEER, SENIOR**

Minimum Experience/Education: Advanced technical experience and 4-6 years of experience OR BS degree and 2-4 years of experience OR Advanced degree and 1-2 years of experience.

Functional Responsibilities: Work is generally performed in accordance with specific schedules and procedures although incumbents must organize and prioritize their work and make occasional exceptions. Provides engineering/technical support in accordance with plans developed by others. Generates, collects, maintains, and interprets data from diverse sources. Analyzes data in order to identify trends and potential problems. Drafts reports of findings along with related documentation for higher level review.

**JOB TITLE: ENGINEERING SPECIALIST**

Minimum Experience/Education: Advanced technical training and 10-12 years of experience OR BS degree and 6-10 years of experience OR Advanced degree and 4-6 years of experience.

Functional Responsibilities: Work is typically performed in accordance with existing project plans and schedules although incumbents are expected to continually monitor project progress and propose changes in plans and engineering procedures or methodologies to senior company managers when necessary to more efficiently achieve project goals. Prepares engineering and/or data analysis plans for major project phases and/or entire projects. This requires a professional level of knowledge in a specific engineering discipline or extensive technical experience dealing with problems requiring general knowledge in more than one engineering discipline. Provides advice and service to clients and customers on several phases of projects or in areas of technical expertise. May prepare and make presentations dealing with status of projects, technical results, etc.

**JOB TITLE: ENGINEERING SPECIALIST, SENIOR**

Minimum Experience/Education: Advanced technical training more than 12 years of experience OR BS degree and more than 10 years of experience OR Advanced degree and 7-8 years of experience.

Functional Responsibilities: Work requires development of comprehensive and relatively complex project plans, schedules and engineering methodologies. It also requires the continual monitoring and updating of plans and schedules in order to ensure that project goals are achieved. Prepares complex engineering or data analysis plans. Jobs at this level typically require the innovative application of specialized knowledge (e.g., technical expertise in a specific engineering discipline) or the resolution of complex multi-variate problems which require innovative solutions based on broad knowledge of more than one engineering discipline. Typically delegates data collection and analysis work and provides technical oversight of assigned projects. Provides advice and service to clients and customers on several phases of projects or in areas of technical expertise. May persuade clients to revise or change assigned tasks to ensure quality of product or service. Makes presentations at meetings and conferences and may function as clients' representative and/or spokesperson.



**JOB TITLE: ENGINEERING SPECIALIST, PRINCIPAL**

Minimum Experience/Education: Advanced technical training 14 years of experience OR BS degree and advanced academic work and 10 years of experience OR Advanced degree and 8-10 years of experience.

Functional Responsibilities: Work requires the independent development of comprehensive and highly complex project plans, schedules and engineering methodologies and continual monitoring and updating of plans and schedules to ensure that project goals are achieved. Prepares intricate and/or complex engineering or data analysis plans which require a high level of specialized knowledge or the resolution of complex management problems which require extensive cross-functional knowledge. Typically delegates data collection and analysis work and performs technical review of reports or client deliverables prior to their issuance. Provides advice and service to clients and customers on several phases of projects or in areas of technical expertise. May persuade clients to revise or change assigned tasks to ensure quality of product or service. Makes presentations at meetings and conferences and may function as clients' representative and/or spokesperson.

**JOB TITLE: ENGINEERING SPECIALIST, SENIOR PRINCIPAL**

Minimum Experience/Education: Advanced technical training and more than 15 years of experience OR BS degree and 12-15 years of experience OR Advanced degree and 10-12 years of experience.

Functional Responsibilities: Work requires the independent development of comprehensive and highly complex project plans, schedules and engineering methodologies and continual monitoring and updating of same to ensure that project goals are achieved. Prepares intricate and/or complex engineering or data analysis plans which require a very high level of specialized knowledge or the resolution of complex management problems which require extensive cross-functional knowledge. Typically delegates data collection and analysis work and performs technical review of reports or client deliverables prior to their issuance. Regularly plan the work of, assign work to, and coordinate the work of other RCI employees on assigned projects and at this level have full technical responsibility for developing, interpreting, and executing assignments, and review of all personnel related matters affecting assigned technical staff to ensure consistent treatment of employees according to company-wide policy.

**JOB TITLE: ENGINEERING SPECIALIST, CHIEF**

Minimum Experience/Education: BS degree and more than 15 years of experience OR Advanced degree and more than 12 years of experience.

Functional Responsibilities: Work requires the independent development of comprehensive, sophisticated, and highly complex project plans and schedules and continual monitoring and updating of same to ensure that project goals are achieved. Have broad latitude for decision-making at the division level and are reviewed on the basis of results achieved. Errors in judgement are likely to result in substantial adverse impact on assigned project(s) over several fiscal year as well as significant long-term damage to customer/client relations. Prepares intricate and/or complex engineering or data analysis plans which require the highest level of specialized knowledge (e.g., original research in a specific discipline) or the resolution of complex management problems which require extensive cross-functional knowledge. Typically delegates data collection and analysis work and performs technical review of reports or client deliverables prior to their issuance. Represent the company to current and potential customers and clients on engineering and technical matters of significant importance. Requires a well-developed sense of strategy and timing as well as exceptional negotiation and presentation skills.



**JOB TITLE: FIELD ENGINEER**

Minimum Experience/Education: Personnel assigned to this labor category should have four years experience in the test, inspection, and repair of ADP systems. This experience should include the following areas: leading/managing test and inspection efforts; interfacing with user agencies; performing system-level testing, fault isolation, and repair; providing on-the-job training on equipment/system operation and maintenance. High School Diploma and military or civilian training in automated data processing systems.

Functional Responsibilities: Provides engineering analysis and repair of ADP systems.

**JOB TITLE: FIELD ENGINEER, SENIOR**

Minimum Experience/Education: Personnel assigned to this labor category should have eight years experience in the test, inspection, and repair of ADP systems. This experience should include the following areas: leading/managing test and inspection efforts; interfacing with user agencies; performing system-level testing, fault isolation, and repair; providing on-the-job training on equipment/system operation and maintenance; debriefing test results to user management personnel. High School Diploma and military or civilian training in automated data processing systems.

Functional Responsibilities: Provides engineering analysis and repair of ADP systems.

**JOB TITLE: FINANCIAL ANALYST, SENIOR**

Minimum Experience/Education: Requires a degree and 4-7 years of related experience.

Functional Responsibilities: Develops and maintains a cash budget. Monitors the daily balances in RCI's bank accounts and advises senior management of cash requirements. Effects necessary transfers to and between RCI's banks to ensure that all checks and disbursements are covered. Advises senior management of opportunities to reduce outstanding borrowings and/or optimize cash management strategies. Produces the reports and analyses for the bank as required by RCI's line of credit agreement. Coordinates the various credit card programs of RCI. Advises senior management on lease versus buy alternatives. Maintains strong working knowledge of RCI's banking relationships and those banks' required procedures. Coordinates the preparation of the annual corporate budget. Supports the special project requirements of senior management.

**JOB TITLE: GRAPHIC ARTIST**

Minimum Experience/Education: Work requires knowledge of graphic design, illustration, mark-up and paste-up techniques at a level generally acquired through completion of a two-year program in graphic arts in order to design and prepare graphics for use in business presentations. Requires knowledge of department procedures and guidelines as well as proficiency in graphic design and illustration at a level generally acquired during six to twelve month's on-the-job training and experience. Requires the interpersonal skills necessary to interact effectively with clients in order to determine scope of assignment and make suggestions to such persons regarding possible revisions to original layout to improve presentation. Requires the ability to concentrate and pay close attention to detail for up to eighty percent of work time while doing mark-ups, paste-ups, and proofing typesetting. Requires the artistic talent (e.g., a strong color sense, an eye for detail, and a sense of balance and proportion) necessary to produce appropriate designs, illustration, and layouts.

Functional Responsibilities: Studies illustrations or rough drafts of layouts to plan presentations and to determine size and arrangement of illustrative material and copy. Selects style and size of type, and arranges layout based on available space, knowledge of layout principles, aesthetic design concepts, and



clients' personal likes and dislikes. Draws sample of layout by measuring and marking layout boards according to design format. Uses ruler and drafting instruments and presents to supervisor and/or client for review and feedback. Makes necessary revisions to original layout and prepares final copy of layout by retracing layout in ink. Draws illustrations for use in proposals or reports to explain or adorn printed or spoken word. Determines clients' needs, formulates concepts, and renders illustrations for review and approval. Submits rough drafts of print copy to typesetter for typesetting. May set type using typesetting equipment as time allows or workload requires. Receives and proofs typeset copy for errors and makes revisions as necessary. Prepares proofed typeset copy for paste-up. Pastes-up typeset copy by cutting out print and transferring onto layout board ensuring print is inserted into correct location according to original draft. Keeps records of time and materials used for each project according to department policies.

**JOB TITLE: INFORMATION ENGINEER, PRINCIPAL**

Minimum Experience/Education: This position requires a minimum of ten years experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. Of the ten years general experience, a minimum of seven years specialized experience is required in the following: demonstrated experience in managing the implementation of information engineering projects and experience in systems analysis, design and programming. Demonstrated experience in the client/server environment. Proven managerial and supervisory skills. Demonstrated exceptional written and oral communications skills, including giving formal presentations to different audiences. Must demonstrate the ability to work independently or under only general direction; with a Ph.D. (as described below) eight years of general experience is required of which at least six years must be specialized experience is required; with a Bachelor's degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline and 12 years general experience of which at least nine years must be specialized experience, a Masters degree is not required. A Master of Sciences degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline.

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; such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Has experience with such methodologies as IDEF 0 process modeling and IDEF 1X data modeling. Provides technical guidance in software engineering techniques and automated support tools.

**JOB TITLE: INFORMATION ENGINEER, SENIOR**

Minimum Experience/Education: This position requires a minimum of ten years experience, of which at least eight years must be specialized. Specialized experience, in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming, systems planning, business information planning, and business analysis. Must demonstrate the ability to work independently or under only general direction; with a Master's Degree (as described below) eight years general experience of which at least six years must be specialized experience is required; with a Ph.D. (in the fields described in B above) six years of general experience is required of which at least five years must be specialized; with thirteen years of general experience of which at least eleven years must be specialized experience, a degree is not required. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.



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. Assists 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.

**JOB TITLE: INSTALLATION TECHNICIAN**

Minimum Experience/Education: Personnel assigned to this labor category should have two years experience in assembly, installation, and/or removal of electronic chassis and ADP equipment enclosures/racks and in installation and/or removal of cable harnesses, coaxial lines, cable ducts, and cable racks. High School Diploma.

Functional Responsibilities: Installs ADP systems and equipment in accordance with installation drawings.

**JOB TITLE: INSTALLATION TECHNICIAN, SENIOR**

Minimum Experience/Education: Personnel assigned to this labor category should have six years experience in assembly, installation, and/or removal of electronic chassis and ADP equipment enclosures/racks and in installation and/or removal of cable harnesses, coaxial lines, cable ducts, and cable racks. High School Diploma.

Functional Responsibilities: Installs ADP systems and equipment in accordance with installation drawings.

**JOB TITLE: MECHANICAL TECHNICIAN**

Minimum Experience/Education: Work requires fundamental knowledge of hull, mechanical, and electrical equipment theory and application. Work requires understanding of military hull, mechanical, and electrical systems and Company policies and procedures. This is normally acquired during two to three years of previous experience and three to six months of time on the job. Work requires the analytical ability to solve complex mechanical equipment problems related to assigned project and/or task. Completion of military service schools, and associate's degree in mechanics or related field, or vocational training.

Functional Responsibilities: Performs work on a variety of hull, mechanical, and electrical equipment such as equipment installation, testing, repair, configuration, inspection, and so forth in support of assigned task or project. Reviews project instructions to ascertain test specifications, procedure, objectives, test equipment, nature of technical problem, and possible solutions, such as part redesign, substitution of material or parts, or rearrangement of parts or subassemblies. Drafts detail drawing or sketch for drafting room completion or to request parts fabrication by machine, sheet metal or wood shops. Devises, fabricates, and assembles new or modifies mechanical components or assemblies for products such as industrial equipment and machinery, power equipment, servosystems, machine tools, and measuring instruments. Sets up and conducts test of complete units and components to investigate design proposals for improving equipment performance or other factors, or to obtain data for development, standardization, and quality control. Analyzes indicated and calculated test results in relation to design or rated specifications and test objectives, and modifies or adjusts equipment to meet specifications. Records test procedures and results, numerical and graphical data, and recommendations for changes in product or



test method. Reads technical manuals, documents or related materials to determine mechanical design, select appropriate tools and test instruments, review proper work steps, and so forth.

**JOB TITLE: PROCESS ANALYST, SENIOR**

Minimum Experience/Education: At least eight years experience in technical management of information Process and Assessment projects with increasing responsibility. Requires a minimum of four years of experience managing information Assessment type tasks supervising at least 8 personnel. Requires knowledge of contract support operations, development, direct tasking, agency representation, and resource management. Bachelor's degree in business or technical discipline with emphasis in information management.

Functional Responsibilities: Schedules, assigns, and reviews duties of Sr. Process Analysts, Process Analysts, Jr. Systems Analysts, Systems Engineers, and Information Programmers. Formulates and reviews task order plans and deliverable items. Develops technical approach and cost for task order proposals. Meets with client agency functional representatives. Actively applies quality assurance measures to the management and performance of the contract.

**JOB TITLE: PROCESS AUTOMATION SPECIALIST**

Minimum Experience/Education: At least eight years experience in Business Process re-engineering specializing in identification of repetition pattern behavior. Experienced in defining complex algorithms and criterion identification. Engineering degree or ten years experience in process re-engineering and automation with construction of complex process flows and algorithms.

Functional Responsibilities: To gather input and output requirements for a process. To construct or to interpret a list of data elements and tasks to support the passing of the initial input to the final output. To define and document the electronic flow of data through a complex automated process as well as the gates at which the process requires human interaction and what define those interactions. To produce process flow diagrams, processing timelines, gating definitions, test scenarios, electronic environment architectural specifications and designs, data dictionaries with list of possible properties/attributes and overall technical specifications.

**JOB TITLE: PROGRAMMER/ANALYST, SENIOR**

Minimum Experience/Education: Requires advanced knowledge of programming techniques, operating systems, and platform capabilities. May require detailed and comprehensive knowledge of specific applications and hardware platforms and/or specific lines of business. Requires a relevant degree and 8-12 years or more of experience.

Functional Responsibilities: Works with users to identify current operating procedures and clarify program objectives. May identify problems, suggest changes, and determine required coding. Relies on own experience or consults manuals, periodicals, and technical reports to develop programs that meet requirements. Outlines steps required for program development, including diagrams and charts. May prescribe standards for terms and symbols used to simplify interpretation of programs and documentation. Writes program documentation and user operation guidelines. May supervise preparation of records and reports and train others in advanced techniques. Provides technical guidance to Programmer/Analysts. May assign and coordinate work of Programmer/Analysts. May team with external consultants.

**JOB TITLE: PROJECT MANAGER**



Minimum Experience/Education: This position requires a minimum of twelve years ADP experience. Experience includes increasing responsibilities in information systems design and management; with a Master's Degree (as described below) ten years of experience; with a Ph.D. (as described below) eight years of experience; with fifteen years experience a degree is not required. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Functional Responsibilities: Serves as 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 Government Contracting Officer (CO), 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 insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

#### **JOB TITLE: QUALITY ASSURANCE MANAGER**

Minimum Experience/Education: This position requires a minimum of eight years ADP experience, of which at least five years specialized experience in QA areas such as the following: Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. Experience includes increasing responsibilities in quality assurance, quality control, and team leader responsibilities; with a Master's Degree (as described below) six years of general experience of which at least four years must be specialized experience; with a Ph.D. (as described below) five years of general experience is required of which at least three years must be specialized experience; with thirteen years of general experience of which at least eleven years must be specialized experience, a degree (as described below) is not required. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

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.

#### **JOB TITLE: SME III IS/C2 ARCHITECT - OFFICIAL SUBJECT MATTER EXPERTS (INFORMATION SYSTEMS/COMMAND & CONTROL SYSTEMS ARCHITECTS)**

Minimum Experience/Education: Prior experience as an USG official or industry official with expertise in IS architectural engineering. Bachelor's degree at a minimum. 20 years of work experience desired.

Functional Responsibilities: Works independently with the senior officials, US Government, and the civilian industry at the architectural level of information system-of systems integration and engineering. Influences national policy and concepts of operations at senior departmental levels on issues regarding National Information Infrastructure (NII) and the Defense Information Infrastructure (DII). Leads policy and consensus building forums at the Congressional, Four-Star or Chief Executive Officer (industry) Level.

#### **JOB TITLE: SME II IS/C2 ARCHITECT - SENIOR SUBJECT MATTER EXPERTS (INFORMATION SYSTEMS/COMMAND & CONTROL SYSTEMS ARCHITECTS)**

Minimum Experience/Education: Expertise in IS architectural engineering. Bachelor's degree at a minimum. 20 years of work experience desired.



Functional Responsibilities: Works independently with senior officials, the US Government and the civilian industry at the architectural level of information system-of systems integration and engineering. Influences national policy and concepts of operations at senior departmental levels on issues regarding National Information Infrastructure (NII) and the Defense Information Infrastructure (DII). Leads policy and consensus building forums at senior official, vice president or SES/one-star level.

**JOB TITLE: SME I IS/C2 ARCHITECT SUBJECT MATTER EXPERTS (INFORMATION SYSTEMS/COMMAND & CONTROL SYSTEMS ARCHITECTS)**

Minimum Experience/Education: Expertise in IS architectural engineering. Bachelor's degree at a minimum. 10 years of work experience desired.

Functional Responsibilities: Works with senior officials and the civilian industry at the architectural level of information system-of systems integration and engineering. Influences national policy and concepts of operations at senior departmental levels on issues regarding National Information Infrastructure (NII) and the Defense Information Infrastructure (DII). Leads policy and consensus building forums at the director or managerial levels.

**JOB TITLE: SYSTEM INTEGRATION SPECIALIST**

Minimum Experience/Education: At least ten years experience in the integration and intertwining of multiple software tools, hardware platforms, operating systems and database management systems to support defined processes to support a business practice. Engineering degree or 12 years experience interface design and development for multi-platform environments.

Functional Responsibilities: To segment and define data authority systems and the required interaction between these "authoritative" systems to produce a secure life cycle for the metadata being processed. To design transactional processing security and data integrity processing to support both the handshakes between "authoritative" systems as well as the user interfaces. To produce technical specifications and architectural designs of the technological infrastructure and the software applications as well as the data model overlays and "authoritative" systems.

**JOB TITLE: SYSTEMS ANALYST**

Minimum Experience/Education: At least three years experience with multi-user and stand-alone computer systems in a variety of operating system environments. Must possess working knowledge of management information systems, multi-user and single-user operating systems, database management systems, and high order languages. Capable in the designing, planning, and troubleshooting of application software. Bachelor's of Science or higher degree in one of the following academic fields: Information Systems Management, Computer Systems Analysis, Computer Science, or an equivalent field or five years experience with automated systems.

Functional Responsibilities: Uses analytical and problem solving skills for system design, development, testing, and implementation. Analyzes user needs to determine functional and cross-functional requirements. Performs functional analysis to identify required tasks and their interrelationships. Provides technical direction for personnel performing systems development tasks.

**JOB TITLE: SYSTEMS ANALYST, JUNIOR**

Minimum Experience/Education: At least four years experience in technical performance of information Assessment projects with increasing responsibility. Associate's degree in business or technical discipline with emphasis in information management.



Functional Responsibilities: Follows assigned Schedule, coordinates and participates in reviews with other Jr. Systems Analysts, Systems Engineers, and Information Programmers. Meets with client agency functional representatives. Actively applies quality assurance measures to the performance of the contract tasking.

**JOB TITLE: SYSTEMS ANALYST, SENIOR**

Minimum Experience/Education: At least seven years experience with multi-user and stand-alone computer systems in a variety of operating system environments. Must possess working knowledge of management information systems, multi-user and single-user operating systems, database management systems, and high order languages. Capable in the designing, planning, and troubleshooting of software applications. Bachelor's of Science or higher degree in one of the following academic fields: Information Systems Management, Computer Systems Analysis, Computer Science, or an equivalent field or seven years experience with automated systems.

Functional Responsibilities: Uses analytical, problem solving, and communication skills to coordinate the efforts of other system engineers in system design, development, testing, and implementation. Analyzes user needs to determine functional and cross-functional requirements. Performs functional analysis to identify required tasks and their interrelationships. Utilizes computer-aided software engineering (CASE) tools to model databases and entity relationships. Identifies resources required for each task. Provides technical and administrative direction for personnel performing systems development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Senior Applications Engineer to ensure problem solution and user satisfaction.

**JOB TITLE: SYSTEMS ARCHITECT, PRINCIPAL**

Minimum Experience/Education: This position requires a minimum of ten years experience, of which at least seven years must be specialized. Specialized experience includes: supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEF 1x, entity relationship diagrams, and other design techniques), object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems. General experience includes increasing responsibilities in systems engineering; with a Ph.D. (as described below) eight years of general experience is required of which at least six years must be specialized experience; with a Bachelor's degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline and 12 years general experience of which at least nine years must be specialized experience, a Masters degree is not required. A Master's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

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. As appropriate, 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 - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application.



Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

**JOB TITLE: TECHNICAL DIRECTOR**

Minimum Experience/Education: Recognized industry competence at the highest level in specialty area.

Functional Responsibilities: Incumbents establish goals and business plans for area of responsibility and have broad latitude for decision-making. Results are reviewed by executive group on the basis of goals attained. Poor performance likely to result in substantial financial damage to company performance for one or more fiscal years. Impacts company's ability to attract new business. Prepares and reviews the most technically demanding and sophisticated scientific work being performed within assigned area of responsibility. Is the final technical/scientific judgement within the company. Interacts with executives in current and potential client and customer organizations on matters of substantial importance and sensitivity. Requires a highly developed sense of strategy and timing as well as exceptional negotiation and presentation skills. Ensures the most effective use of company's human resources within area of responsibility. Responsible for developing and sustaining client and customer base, ensuring high quality technical and scientific products and services are provided to clients and customers, and cultivating business contacts and leads. Responsible for identifying and targeting business opportunities and ensuring resources are committed to developing such targets. Assists in preparation of annual business plans and provides input into strategic planning process. Continually evaluates strategy and plans to meet changing technical and competitive conditions.

**JOB TITLE: TECHNICAL DIRECTOR, SENIOR**

Minimum Experience/Education: Recognized industry competence at the highest level in specialty area.

Functional Responsibilities: Incumbents establish goals and business plans for area of responsibility and have broad latitude for decision-making. Results are reviewed by executive group on the basis of goals attained. Poor performance likely to result in substantial financial damage to company performance for one or more fiscal years. Impacts company's ability to attract new business. Prepares and reviews the most technically demanding and sophisticated scientific work being performed within assigned area of responsibility. Is the final technical/scientific judgement within the company. Interacts with executives in current and potential client and customer organizations on matters of substantial importance and sensitivity. Requires a highly developed sense of strategy and timing as well as exceptional negotiation and presentation skills. Ensures the most effective use of company's human resources within area of responsibility. Responsible for developing and sustaining client and customer base, ensuring high quality technical and scientific products and services are provided to clients and customers, and cultivating business contacts and leads. Responsible for identifying and targeting business opportunities and ensuring resources are committed to developing such targets. Assists in preparation of annual business plans and provides input into strategic planning process. Continually evaluates strategy and plans to meet changing technical and competitive conditions.

**JOB TITLE: TECHNICAL MANAGER**

Minimum Experience/Education: At least six years experience in managing the work efforts of at least six technical and/or engineering support staff personnel in the ADP services fields, such as programming, network services, project management, resources and facilities management, and database design and development, systems analysis and design, systems installation, programming, data/records management, conversion, and implementation support. Bachelor's Degree in Engineering, Business, Computer Science, or Information Systems desired. Four additional years of work experience may be substituted in lieu of the degree.



Functional Responsibilities: Provides work leadership to teams of personnel implementing ADP solutions and services.

**JOB TITLE: TECHNICAL MANAGER, SENIOR**

Minimum Experience/Education: At least ten years experience in managing the work efforts of at least thirty technical and/or engineering support staff personnel in the ADP services fields, such as programming, network services, project management, resources and facilities management, and database design and development, systems analysis and design, systems installation, programming, data/records management, conversion, and implementation support. Bachelor's Degree in Engineering, Business, Computer Science, or Information Systems desired. Eight additional years of work experience may be substituted in lieu of the degree.

Functional Responsibilities: Provides work leadership to lower level technical managers and their teams of personnel implementing ADP solutions and services.

**JOB TITLE: TECHNICAL WRITER**

Minimum Experience/Education: Work requires a comprehensive understanding and knowledge of English grammar and usage in order to proof and edit documents. This is generally acquired through completion of a BA/BS degree in English, Journalism, or related field. Work requires knowledge of writing and design layout for technical manuals, manuscripts, and reports and an understanding of project scope and knowledge of work routines and procedures as normally acquired through two to three years of previous experience and three to six months of time on the job. Requires the analytical ability needed to review documents, correct typographical, grammatical, and usage errors and rewrite such documents to increase clarity and conciseness. Requires interpersonal skills necessary to maintain effective working relationships with various engineers and technicians. Work requires the ability to proofread and check documents for accuracy, use a keyboard to enter and transform words, and closely examine documents.

Functional Responsibilities: Reviews manuscripts and design layouts produced by engineers and technicians to ensure product conformity. Marks errors and notes corrections required. Returns documents for revision. Develops, prepares, reviews and edits technical documents related to the repair, overhaul and troubleshooting of electronics and electromechanical equipment/systems. Writes technical and management reports, plans, manuals, and other documents within the broad guidelines defined by various engineers and technicians. Reviews manuscripts to determine errors in usage, grammar, and the like. Rewrites portions of manuscripts to increase clarity, consistency, and conciseness.

**JOB TITLE: TECHNICAL WRITER, SENIOR**

Minimum Experience/Education: Requires a comprehensive and extensive understanding and knowledge of English, grammar, usage, spelling, and the like, in order to proof and edit documents. This is generally acquired through completion of a BA/BS degree in English or Journalism and four years of experience. Work requires knowledge of writing and design layout for technical manuals, manuscripts, and reports and an understanding of project scope and knowledge of work routines and procedures. This is generally acquired through four years on-the-job training and experience. Requires the analytical ability needed to review documents, correct typographical, grammatical, and usage errors and rewrite such documents to increase clarity and conciseness. Require interpersonal skills necessary to maintain effective working relationships with various engineers and technicians. Requires ability to concentrate and pay close attention to detail for up to seventy-five percent of work time when proofreading technical documents or design layouts.



Functional Responsibilities: Reviews manuscripts and design layouts produced by engineers and technicians to ensure product conformity. Marks errors and notes corrections required. Returns documents for revision. Develops, prepares, reviews, and edits technical documents related to the repair, overhaul, and troubleshooting of electronics and electromechanical equipment/systems. Reviews manuscripts to determine errors in usage, grammar, and the like. Rewrites portions of manuscripts to increase clarity, consistency, and conciseness. Writes technical and management reports, plans, manuals, and other documents within the broad guidelines defined by various engineers and technicians.

**JOB TITLE: TELECOMMUNICATIONS SPECIALIST**

Minimum Experience/Education: Two years experience in Telecommunications systems design, installation, and maintenance. Demonstrated experience in Telecommunication cable and equipment termination practices including fiber-optic and Category 5 cable. High School Diploma and successful completion of an apprentice program in electronics above the high school level or successful completion of relevant military or commercial technical training.

Functional Responsibilities: Installs, tests, trouble shoots, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, intrusion alarms, and computer data circuits. Analyzes system failures and other unusual system occurrences to isolate the source of problems and to determine whether the failure is caused by software, hardware, or other factors.

**MOBIS LABOR CATEGORIES**

**JOB TITLE: ADMINISTRATIVE SUPPORT ASSISTANT**

Minimum Experience/Education: High school diploma and 1 year of experience.

Functional Responsibilities: Provides direct administrative support to office operations. Prepares routine material, perform input, filing, copying and other clerical tasks. May answer phones, greet visitors, prepare correspondence and reports, data entry, and inventory equipment and materials. Arranges meetings to include associated resources and may handle travel. Distribute mail/materials and perform other such clerical/administrative duties to include sourcing and market research support to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: ADMINISTRATIVE SUPPORT SPECIALIST**

Minimum Experience/Education: High school diploma and 3 years of experience.

Functional Responsibilities: Assists clients with registering and scheduling services. Prepares correspondence and formal documentation in accordance with established style guidelines. Utilizes automated word processing software to develop correspondence and documentation. Utilizes automated database and spreadsheet software to maintain project manager contract status tracking information. Assists in the maintenance and operation of office automation equipment. Maintains office files, bulletin boards, and assists in the setup of instructional facilities. Other duties may include sourcing and market research support to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: ADMINISTRATIVE SUPPORT SPECIALIST, SENIOR**

Minimum Experience/Education: High school diploma and 6 years of experience.

Functional Responsibilities: Coordinates activities of clerical and administrative personnel in support of operational or technical activities. Prepares technical correspondence and formal documentation in accordance with established style guidelines. Analyzes internal processes and plans or implements procedural and policy changes to improve operations. Utilizes automated word processing software to develop correspondence and



documentation. Utilizes automated database and spreadsheet software to maintain project manager contract status tracking information. Prepares milestone charts and scheduling worksheets. Duties may also include: sourcing; reviewing draft statements of work; and market research support to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: ANALYST I**

Minimum Experience/Education: BA/BS degree and 0 years of experience.

Functional Responsibilities: Collects data from readily available sources and summarizes into prescribed format. Verifies the adequacy/accuracy of information noting variances which may require further investigation. Interactions typically involve collecting data, exchanging information on factual matter, and/or other activities which require ordinary courtesy and tact. Assists with analyzing, designing, and developing applications for unique business practices. Identifies potential problems and solutions through analysis, and assists in identifying recommended solutions. Other duties may include assisting with acquisition planning, market research and price negotiation analysis to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: ANALYST II**

Minimum Experience/Education: BA/BS degree and 1 year of relevant experience.

Functional Responsibilities: Collects and maintains data requiring little, if any, interpretation in accordance with plans developed by others. Provides advice and insight about probable effects and alternative solutions to problems. Plans the study of work problems and procedures, gathers and analyzes data, organizes and documents findings of studies, and prepares recommendations for implementing new systems, procedures, or organizational changes. Summarizes data, verifies the adequacy/accuracy of information noting variances which may require further investigation, and prepares related documentation. Interactions typically involve collecting data, exchanging information on factual matter, and other activities assigned. Other duties may include acquisition planning, market research analysis and price negotiation analysis to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: ANALYST III**

Minimum Experience/Education: BA/BS degree and 2 years of relevant experience.

Functional Responsibilities: Collects and maintains data requiring little, if any, interpretation in accordance with plans developed by others. Summarizes data, verifies the adequacy/accuracy of information noting variances which may require further investigation and prepares related documentation. Evaluates data and information to monitor status of ongoing operations. Alerts key personnel of operational problems and suggest potential solutions or methods for collecting additional information. Interactions typically involved collecting data, exchanging information on factual matters, and other activities assigned. Other duties may include acquisition planning, market research analysis, source selection analysis and price negotiation analysis to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: ANALYST, SENIOR**

Minimum Experience/Education: BA/BS degree and 3 years of relevant experience OR Master's Degree and 2 years of relevant experience.



Functional Responsibilities: Collects, maintains and verifies data in accordance with plans developed by others. Analyzes data in order to identify trends and potential technical and management problems. Drafts reports of findings along with related documentation for higher level review. Assists in the development of technical and operational documents and operational activities. Provides advice and service to clients and customers on designated phases of projects in accordance with contract provisions. Other duties may include acquisition planning, market research analysis, source selection analysis and drafting price negotiation analysis to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: ANALYST, LEAD**

Minimum Experience/Education: BA/BS degree and 4 years of relevant experience OR Master's Degree and 3 years of relevant experience.

Functional Responsibilities: Uses mathematical, statistical, econometric or other scientific methods and techniques in analyzing problems of management and technical nature. Collects and interprets data from diverse sources. Structures moderately complex data analysis plans for analysts and support staff. May oversee the data collection activities of analysts and support staff. Utilizes advanced data analysis techniques to determine causes of discrepancies or inconsistencies. Evaluates data to monitor status of on-going operations. Alerts key personnel of operational problems and suggest potential solutions or methods for collecting additional information. Provides advice and service to clients and customers on designated phases of projects or in areas of technical expertise. May prepare and make presentation dealing with the status of projects, management systems, and/or management and technical problems and proposed solutions. Other duties may include acquisition planning analysis, market research analysis, source selection analysis and drafting price negotiation analysis to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: CONSULTING SPECIALIST**

Minimum Experience/Education: BA/BS degree and 6 years of relevant experience OR Master's degree 4 years of relevant experience.

Functional Responsibilities: Develops comprehensive project plans, concepts and schedules. Prepares intricate and complex analysis plans. Provides advice and technical expertise to clients and customers on phases of projects. Provides high level analysis, integration, verification, assessment and implementation advice on complex issues which require extensive knowledge of the related subject matter. Assist the organization and program managers in the planning, development, execution and finalization of designated programs and/or projects. Other duties may include acquisition planning preparations, drafting statements of work, and preparing technical evaluations to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: CONSULTING SPECIALIST, SENIOR**

Minimum Experience/Education: BS degree and 8 years of relevant experience OR Master's degree and 6 years of relevant experience.

Functional Responsibilities: Develops comprehensive project plans, concepts and schedules. Prepares intricate and complex analysis plans. Provides advice and technical expertise to clients and customers on phases of projects. Provides high level analysis, integration, verification, assessment and implementation advice on complex issues which require extensive knowledge of the related subject matter. Assist the organization and program managers in the planning, development, execution and finalization of designated programs and/or projects. Other duties may include development of acquisition strategies, drafting statements of work, advisor to a source



selection board, and preparing technical evaluations to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: CONSULTING SPECIALIST, PRINCIPAL**

Minimum Experience/Education: BA/BS degree and 10 years of relevant experience OR Master's degree and 8 years of relevant experience.

Functional Responsibilities: Prepares intricate and/or complex engineering or data analysis plans, which require a high level of specialized knowledge. Performs technical review of reports or client deliverables, prior to their issuance. Makes presentations at meetings and conferences. Regularly plan the work of, assign work to, and coordinate the work of other employees on assigned projects. Ensures that staffing, facilities, and equipment are adequate for successful completion of the project. Coordinate with team members and third-party contractors or consultants in order to provide deliverables according to plan. . Other duties may include development of acquisition strategies, drafting complex statements of work, advisor to a source selection board, and preparing technical evaluations to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: CONSULTING SPECIALIST, SENIOR PRINCIPAL**

Minimum Experience/Education: BA/BS degree and 12 years of relevant experience OR Master's degree and 10 years of relevant experience.

Functional Responsibilities: Prepares intricate and complex analysis plans. Provides advice and technical expertise to clients and customers on phases of projects. Provides high level analysis, integration, verification, assessment and implementation advice on complex issues which require extensive knowledge of the related subject matter. Assist the organization and program managers in the planning, development, execution and finalization of designated programs and/or projects. Makes presentations at meetings and conferences. Regularly plan the work of, assign work to, and coordinate the work of other employees on assigned projects. Other duties may include advising clients on acquisition strategies, providing advice and technical expertise on complex statements of work, advisor to a source selection board, and preparing technical evaluations to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: CONSULTING SPECIALIST, CHIEF**

Minimum Experience/Education: BA/BS degree and 15 years of relevant experience OR Master's degree and 13 years of relevant experience.

Functional Responsibilities: Independent development of comprehensive and highly complex project plans and schedules. Manages a wide variety of complex technical activities in support of contract transition service activities. Prepares complex engineering and data analysis plans May lead presentations at meetings and conferences. May manage and coordinate the work of other employees on assigned projects. Other duties may include advising clients on highly complex acquisition strategies, providing advice and technical expertise on complex statements of work, advisor to a source selection board, and preparing technical evaluations to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: FINANCIAL ANALYST, SENIOR**

Minimum Experience/Education: BA/BS degree and 4 years of relevant experience.

Functional Responsibilities: Serves as a leader ensuring that a group of analysts are working in concert to systematically integrate business, cost estimating and financial management processes. Formulate strategic financial planning, draft cost estimates and correlate project requirements into executable budgets. Analyze financial management requirements and automated solutions, with the current system environment and the potential integration of new systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations for end user



representatives. Other duties may include drafting price negotiations memoranda, developing government cost estimates and assessing contract claims to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: TECHNICAL WRITER, SENIOR**

Minimum Experience/Education: BA/BS degree and 4 years of relevant experience proofing and editing documents.

Functional Responsibilities: Reviews manuscripts and design layouts produced by engineers and technicians to ensure product conformity. Marks errors and notes corrections and returns documents for revision. Develops, prepares, reviews, and edits technical documents related to the repair, overhaul, and troubleshooting of electronics and electromechanical equipment/systems. Rewrites portions of manuscripts to increase clarity, consistency, and conciseness. Writes technical and management reports, plans, manuals, and other documents within the broad guidelines defined by various engineers and technicians. Other duties may include drafting statements of work, preparing technical evaluations and preparing termination settlement documents to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: TECHNICAL DIRECTOR, SENIOR**

Minimum Experience/Education: BA/BS degree and 12 years of relevant experience or Master's Degree and more than 10 years of relevant experience.

Functional Responsibilities: Provides technical direction for the development, design, and systems integration from definition phase through implementation. Applies significant knowledge of industry trends to develop recommended solutions and improve service. Provides insight and advice concerning project strategic direction and outcomes. Other areas of expertise may include business process reengineering, individual and organizational assessment and evaluation, strategic and business planning, change management, organizational development. May direct the activities of project managers, other subject matter experts, or other staff as necessary. Other duties may include directing acquisition planning, such managing the development of government cost estimates, and completing final preparations for statements of work, preparing technical evaluations, serving as a technical advisor to a source selection board to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: ADMINISTRATIVE SUPPORT ASSISTANT**

Minimum Experience/Education: High school diploma and 1 year of experience.

Functional Responsibilities: Provides direct administrative support to office operations. Prepares routine material, perform input, filing, copying and other clerical tasks. May answer phones, greet visitors, prepare correspondence and reports, data entry, and inventory equipment and materials. Arranges meetings to include associated resources and may handle travel. Distribute mail/materials and perform other such clerical/administrative duties to include sourcing and market research support to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: ADMINISTRATIVE SUPPORT SPECIALIST**

Minimum Experience/Education: High school diploma and 3 years of experience.

Functional Responsibilities: Assists clients with registering and scheduling services. Prepares correspondence and formal documentation in accordance with established style guidelines. Utilizes



automated word processing software to develop correspondence and documentation. Utilizes automated database and spreadsheet software to maintain project manager contract status tracking information. Assists in the maintenance and operation of office automation equipment. Maintains office files, bulletin boards, and assists in the setup of instructional facilities. Other duties may include sourcing and market research support to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: ADMINISTRATIVE SUPPORT SPECIALIST, SENIOR**

Minimum Experience/Education: High school diploma and 6 years of experience.

Functional Responsibilities: Coordinates activities of clerical and administrative personnel in support of operational or technical activities. Prepares technical correspondence and formal documentation in accordance with established style guidelines. Analyzes internal processes and plans or implements procedural and policy changes to improve operations. Utilizes automated word processing software to develop correspondence and documentation. Utilizes automated database and spreadsheet software to maintain project manager contract status tracking information. Prepares milestone charts and scheduling worksheets. Duties may also include: sourcing; reviewing draft statements of work; and market research support to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: ANALYST I**

Minimum Experience/Education: BA/BS degree and 0 years of experience.

Functional Responsibilities: Collects data from readily available sources and summarizes into prescribed format. Verifies the adequacy/accuracy of information noting variances which may require further investigation. Interactions typically involve collecting data, exchanging information on factual matter, and/or other activities which require ordinary courtesy and tact. Assists with analyzing, designing, and developing applications for unique business practices. Identifies potential problems and solutions through analysis, and assists in identifying recommended solutions. Other duties may include assisting with acquisition planning, market research and price negotiation analysis to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: ANALYST II**

Minimum Experience/Education: BA/BS degree and 1 year of relevant experience.

Functional Responsibilities: Collects and maintains data requiring little, if any, interpretation in accordance with plans developed by others. Provides advice and insight about probable effects and alternative solutions to problems. Plans the study of work problems and procedures, gathers and analyzes data, organizes and documents findings of studies, and prepares recommendations for implementing new systems, procedures, or organizational changes. Summarizes data, verifies the adequacy/accuracy of information noting variances which may require further investigation, and prepares related documentation. Interactions typically involve collecting data, exchanging information on factual matter, and other activities assigned. Other duties may include acquisition planning, market research analysis and price negotiation analysis to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: ANALYST III**

Minimum Experience/Education: BA/BS degree and 2 years of relevant experience.

Functional Responsibilities: Collects and maintains data requiring little, if any, interpretation in accordance with plans developed by others. Summarizes data, verifies the adequacy/accuracy of information noting variances which may require further investigation and prepares related documentation. Evaluates data



and information to monitor status of ongoing operations. Alerts key personnel of operational problems and suggest potential solutions or methods for collecting additional information. Interactions typically involved collecting data, exchanging information on factual matters, and other activities assigned. Other duties may include acquisition planning, market research analysis, source selection analysis and price negotiation analysis to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: ANALYST, SENIOR**

Minimum Experience/Education: BA/BS degree and 3 years of relevant experience OR Master's Degree and 2 years of relevant experience.

Functional Responsibilities: Collects, maintains and verifies data in accordance with plans developed by others. Analyzes data in order to identify trends and potential technical and management problems. Drafts reports of findings along with related documentation for higher level review. Assists in the development of technical and operational documents and operational activities. Provides advice and service to clients and customers on designated phases of projects in accordance with contract provisions. Other duties may include acquisition planning, market research analysis, source selection analysis and drafting price negotiation analysis to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: ANALYST, LEAD**

Minimum Experience/Education: BA/BS degree and 4 years of relevant experience OR Master's Degree and 3 years of relevant experience.

Functional Responsibilities: Uses mathematical, statistical, econometric or other scientific methods and techniques in analyzing problems of management and technical nature. Collects and interprets data from diverse sources. Structures moderately complex data analysis plans for analysts and support staff. May oversee the data collection activities of analysts and support staff. Utilizes advanced data analysis techniques to determine causes of discrepancies or inconsistencies. Evaluates data to monitor status of on-going operations. Alerts key personnel of operational problems and suggest potential solutions or methods for collecting additional information. Provides advice and service to clients and customers on designated phases of projects or in areas of technical expertise. May prepare and make presentation dealing with the status of projects, management systems, and/or management and technical problems and proposed solutions. Other duties may include acquisition planning analysis, market research analysis, source selection analysis and drafting price negotiation analysis to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: CONSULTING SPECIALIST**

Minimum Experience/Education: BA/BS degree and 6 years of relevant experience OR Master's degree 4 years of relevant experience.

Functional Responsibilities: Develops comprehensive project plans, concepts and schedules. Prepares intricate and complex analysis plans. Provides advice and technical expertise to clients and customers on phases of projects. Provides high level analysis, integration, verification, assessment and implementation advice on complex issues which require extensive knowledge of the related subject matter. Assist the organization and program managers in the planning, development, execution and finalization of designated programs and/or projects. Other duties may include acquisition planning



preparations, drafting statements of work, and preparing technical evaluations to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: CONSULTING SPECIALIST, SENIOR**

Minimum Experience/Education: BS degree and 8 years of relevant experience OR Master's degree and 6 years of relevant experience.

Functional Responsibilities: Develops comprehensive project plans, concepts and schedules. Prepares intricate and complex analysis plans. Provides advice and technical expertise to clients and customers on phases of projects. Provides high level analysis, integration, verification, assessment and implementation advice on complex issues which require extensive knowledge of the related subject matter. Assist the organization and program managers in the planning, development, execution and finalization of designated programs and/or projects. Other duties may include development of acquisition strategies, drafting statements of work, advisor to a source selection board, and preparing technical evaluations to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: CONSULTING SPECIALIST, PRINCIPAL**

Minimum Experience/Education: BA/BS degree and 10 years of relevant experience OR Master's degree and 8 years of relevant experience.

Functional Responsibilities: Prepares intricate and/or complex engineering or data analysis plans, which require a high level of specialized knowledge. Performs technical review of reports or client deliverables, prior to their issuance. Makes presentations at meetings and conferences. Regularly plan the work of, assign work to, and coordinate the work of other employees on assigned projects. Ensures that staffing, facilities, and equipment are adequate for successful completion of the project. Coordinate with team members and third-party contractors or consultants in order to provide deliverables according to plan. . Other duties may include development of acquisition strategies, drafting complex statements of work, advisor to a source selection board, and preparing technical evaluations to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: CONSULTING SPECIALIST, SENIOR PRINCIPAL**

Minimum Experience/Education: BA/BS degree and 12 years of relevant experience OR Master's degree and 10 years of relevant experience.

Functional Responsibilities: Prepares intricate and complex analysis plans. Provides advice and technical expertise to clients and customers on phases of projects. Provides high level analysis, integration, verification, assessment and implementation advice on complex issues which require extensive knowledge of the related subject matter. Assist the organization and program managers in the planning, development, execution and finalization of designated programs and/or projects. Makes presentations at meetings and conferences. Regularly plan the work of, assign work to, and coordinate the work of other employees on assigned projects. Other duties may include advising clients on acquisition strategies, providing advice and technical expertise on complex statements of work, advisor to a source selection board, and preparing technical evaluations to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: CONSULTING SPECIALIST, CHIEF**

Minimum Experience/Education: BA/BS degree and 15 years of relevant experience OR Master's degree and 13 years of relevant experience.

Functional Responsibilities: Independent development of comprehensive and highly complex project



plans and schedules. Manages a wide variety of complex technical activities in support of contract transition service activities. Prepares complex engineering and data analysis plans May lead presentations at meetings and conferences. May manage and coordinate the work of other employees on assigned projects. Other duties may include advising clients on highly complex acquisition strategies, providing advice and technical expertise on complex statements of work, advisor to a source selection board, and preparing technical evaluations to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: FINANCIAL ANALYST, SENIOR**

Minimum Experience/Education: BA/BS degree and 4 years of relevant experience.

Functional Responsibilities: Serves as a leader ensuring that a group of analysts are working in concert to systematically integrate business, cost estimating and financial management processes. Formulate strategic financial planning, draft cost estimates and correlate project requirements into executable budgets. Analyze financial management requirements and automated solutions, with the current system environment and the potential integration of new systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations for end user representatives. Other duties may include drafting price negotiations memoranda, developing government cost estimates and assessing contract claims to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: TECHNICAL WRITER, SENIOR**

Minimum Experience/Education: BA/BS degree and 4 years of relevant experience proofing and editing documents.

Functional Responsibilities: Reviews manuscripts and design layouts produced by engineers and technicians to ensure product conformity. Marks errors and notes corrections and returns documents for revision. Develops, prepares, reviews, and edits technical documents related to the repair, overhaul, and troubleshooting of electronics and electromechanical equipment/systems. Rewrites portions of manuscripts to increase clarity, consistency, and conciseness. Writes technical and management reports, plans, manuals, and other documents within the broad guidelines defined by various engineers and technicians. Other duties may include drafting statements of work, preparing technical evaluations and preparing termination settlement documents to the extent these duties are not considered an inherently governmental function.

**JOB TITLE: TECHNICAL DIRECTOR, SENIOR**

Minimum Experience/Education: BA/BS degree and 12 years of relevant experience or Master's Degree and more than 10 years of relevant experience.

Functional Responsibilities: Provides technical direction for the development, design, and systems integration from definition phase through implementation. Applies significant knowledge of industry trends to develop recommended solutions and improve service. Provides insight and advice concerning project strategic direction and outcomes. Other areas of expertise may include business process reengineering, individual and organizational assessment and evaluation, strategic and business planning, change management, organizational development. May direct the activities of project managers, other subject matter experts, or other staff as necessary. Other duties may include directing



acquisition planning, such as managing the development of government cost estimates, and completing final preparations for statements of work, preparing technical evaluations, serving as a technical advisor to a source selection board to the extent these duties are not considered an inherently governmental function.