

**General Dynamics Information
Technology, Inc.**

Professional Services Schedule

GS-00F-057CA

Labor Category Descriptions

ENVIRONMENTAL ADVISORY SERVICES (EAS)

SINs 899-1, 899-3, 899-7

Labor Category Descriptions

Environmental Services SINS 899-1, 899-3, 899-7
LABOR CATEGORY DESCRIPTIONS

ANTE-0001-Program Manager

Minimum/General Experience

Must have at least ten years' experience, of which at least six years must be specialized. Specialized experience includes complete engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, and demonstrated capability in managing multi-task contracts of this type and complexity. General experience includes increasing responsibilities in environmental, range management, or information systems design and management.

Functional Responsibility

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

ANTE-0002-Project Manager/Task Lead

Minimum/General Experience

Must have seven years of general experience, including five years of specialized experience, of which two years were direct supervisory experience.

Functional Responsibility

Monitors each task and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems and works to mitigate anticipated problems. As a team or project leader, provides technical direction for the complete systems development effort. May serve as a technical authority for a design area. As a staff specialist or consultant, resolves unique and

unyielding environmental, range, GIS, and systems problems using new and innovative strategies. Completes tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates and interacts with government management personnel. Reports, in writing and orally, to contractor management and government representatives, including the government Contracting Officer.

ANTE-0003-Scientist/Engineer IV

Minimum/General Experience

Experience and education qualifications will be determined on a case-by-case basis. Generally this requires five or more years, within the last seven years, of intensive and progressive experience in a NEPA planning, biological, environmental, chemistry, health and safety or cultural field. Recognized expert in the technology, regulations, and current innovative strategies being addressed. Generally education requires a Ph.D. or Masters in an applicable field as well as any necessary certifications.

Functional Responsibility

Provide expert, independent services and leadership in specialized NEPA planning, biological, environmental, chemistry, health and safety or cultural areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in regulatory and scientific and other technical areas. Coordinates with contractor management and government personnel to ensure that the problem has been properly defined and that the solution will satisfy the government's requirement.

ANTE-0004 – Not currently utilized

ANTE-0005—Scientist/Engineer II

Minimum/General Experience

Experience and education qualifications will be determined on a case-by-case basis. Generally this requires three or more years, within the last five years of experience with task specific technologies, regulations, or, where required for the task, in a NEPA planning, biological, environmental, chemistry, health and safety or cultural field. Education may include a degree from an accredited university or college in a field that closely relates to the subject matter of the task as well as any specialized certifications necessary to complete the tasks. Experience qualifications will be determined on a case-by-case basis.

Functional Responsibility

Formulates and defines project scope, strategy, and objectives. Applies high-level methodologies and principles to the re-engineering and integration of scientific and engineering process modernization projects in a multi-faceted environment using current and emerging solutions and knowledge of current regulations.

ANTE-0006—Scientist/Engineer I

Minimum/General Experience

Experience and education qualifications will be determined on a case-by-case basis. Generally this requires three or more years, within the last four years, of experience with task specific technologies, regulations, or, where required for the task, in a NEPA planning, biological, environmental, chemistry, health and safety or cultural field. Education may include a degree from an accredited university or college in a field that closely relates to the subject matter of the task as well as any necessary training and certifications. Experience qualifications will be determined on a case-by-case basis.

Functional Responsibility

Formulates, defines, and helps create the system scope and objectives. Applies high-level methodologies and principles to the re-engineering and integration of scientific and engineering process modernization projects in a multi-faceted environment using current and emerging solutions.

ANTE-0007—Not Currently Utilized

ANTE-0008—Analyst/Technician II

Minimum/General Experience

This position requires a minimum of five years' experience, of which at least four years must be specialized. Specialized experience includes developing functional requirements for environmental systems and analysis and generation and review of environmental documentation. Provides cultural, biological, ecological, and waste management review and assessment. Provides financial and program reviews and recommendations. Provides equipment and sensor setup and monitoring. Must demonstrate the ability to work independently or under only general direction. Education may include a degree from an accredited university or college in a field that closely relates to the subject matter of the task. Experience qualifications will be determined on a case-by-case basis.

Functional Responsibility

Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

ANTE-0009—Analyst/Technician I

Minimum/General Experience

This position requires a minimum of five years' experience, of which at least three years must be specialized. Experience includes developing functional requirements for environmental systems and analysis and generation and review of environmental documentation. Provides cultural, biological, ecological, and waste management review and assessment. Provides financial and program reviews and recommendations. Provides equipment and sensor setup and monitoring. Must demonstrate the ability to work independently or under only general direction. Education may include a degree from an accredited university or college in a field that closely relates to the subject matter of the task. Experience qualifications will be determined on a case-by-case basis.

Functional Responsibility

Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

ANTE-0010—Information Specialist V

Minimum/General Experience

Must have at least ten years' experience in information systems development, functional, and data requirements analysis; systems analysis and design; programming; program design; and documentation preparation. A minimum of five years' experience is required in demonstrated experience in managing the implementation of information engineering projects and experience in systems analysis and design and programming using CASE and IE tools and methods. Must have proven managerial and supervisory skills and 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.

Functional Responsibility

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 and environmental 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. Provides technical guidance in software engineering techniques and automated support tools.

ANTE-0011—Information Specialist IV

Minimum/General Experience

Must have at least eight years' experience, of which at least five must be specialized in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Must also have a demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming using CASE and IE tools, Environmental Management Systems (EMS), GIS, and methods; and three to five years of business or functional experience. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility

Applies process improvement practices to re-engineer methodologies/principles and process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, and modern 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 improvement opportunities consistent with the CIM

guiding principles; cost savings; and open system architecture objectives. Provides daily supervision and direction to staff.

ANTE-0012—Information Specialist III

Minimum/General Experience

Must have at least five years' experience, of which at least two must be specialized in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Must also have demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming using CASE and IE tools, EMS, GIS, and methods; and three to five years of business or functional experience. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility

Applies a business-wide set of disciplines for the planning, analysis, design, and construction of information systems on a business-wide basis or across a major sector of the business. Performs strategic systems planning, 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 integrated computer-aided software engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.

ANTE-0013—Information Specialist II

Minimum/General Experience

Must have a minimum of three years, specialized in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Two years of functional experience is desirable, to support modeling, simulation, GIS, map development, and environmental management activities. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility

Applies a broad set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major area of the environmental system. Performs business strategic systems planning and 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. Provides technical guidance in software engineering techniques and automated support tools.

ANTE-0014—Information Specialist I

Minimum/General Experience

Must have two years of computer experience in information and maintenance or a college degree in information systems.

Functional Responsibility

Analyzes and develops computer software, processing a wide range of capabilities, including numerous engineering, GIS, and environmental systems duties. Develops plans for automated data processing (ADP) systems from project inception to conclusion. Analyzes the problem and the information to be processed. Defines the problem and develops system requirements and program specifications from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

**ANTE-0015—Technical Typist
Minimum/General Experience**

Must have at least two years' experience in a technical typing position. At least one year's experience working as a technical typist preparing computer system documentation or documenting developed software requirements.

Functional Responsibility

Prepares draft and final form technical documents. Must be capable of typing at average or above-average speed. Must be capable of typing technical narratives and data. Responsible for spelling, grammar, proper format, and proofreading finished documents. Must be capable of using various word processing equipment.

**ANTE-0016—Data Entry Clerk
Minimum/General Experience**

Must have at least one year's experience in data entry and verification. Typically required to work under close supervision and direction.

Functional Responsibility

Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar devices. Verifies data entered, where applicable.

**ANTE-0017—Technical Expert Level IV
Minimum/General Experience**

Experience qualifications will be determined on a case-by-case basis. Usually this requires fifteen years of general experience in environmental systems, including ten years of specialized experience providing state-of-the-art solutions in environmental systems technology (or, if the particular area of expertise is in new state-of-the-art technology or new environmental policy, the specialized experience may be less than ten years and more consistent with the age of the technology). Recognized expert in the technology or regulatory policies being addressed.

Functional Responsibility

Provide expert, independent services and leadership in specialized environmental areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in environmental systems and policies. Coordinates with contractor management and government personnel to ensure that the problem has been properly defined and that the solution will satisfy the government's requirement.

**ANTE-0018—Technical Expert Level III
Minimum/General Experience**

Experience qualifications will be determined on a case-by-case basis. Generally this requires twelve years of general experience in environmental systems, including ten years of specialized experience providing state-of-the-art solutions in environmental systems technology (or, if the particular area of expertise is in new state-of-the-art technology or new environmental policy, the specialized experience may be less than ten years and more consistent with the age of the technology). Recognized expert in the technology or regulatory policies being addressed.

Functional Responsibility

Provides expert, independent services and leadership in specialized scientific areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in environmental systems and policies. Coordinates with contractor management and government personnel to ensure that the problem has been properly defined and that the solution will satisfy the government's requirement

ANTE-0019—Technical Expert Level II**Minimum/General Experience**

Experience qualifications will be determined on a case-by-case basis. Generally this requires ten years of general experience in environmental systems, including eight years of specialized experience providing state-of-the-art solutions in environmental systems technology (or, if the particular area of expertise is in new state-of-the-art technology or new environmental policy, the specialized experience may be less than eight years and more consistent with the age of the process). Recognized expert in the technology or regulatory policies being addressed.

Functional Responsibility

Provides expert, independent services and leadership in specialized environmental areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in environmental systems and policies. Coordinates with contractor management and government personnel to ensure that the problem has been properly defined and that the solution will satisfy the government's requirement.

ANTE-0020—Technical Expert Level I**Minimum/General Experience**

Experience qualifications will be determined on a case-by-case basis. Generally this requires eight years of general experience in environmental systems, including six years of specialized experience providing state-of-the-art solutions in environmental systems technology (or, if the particular area of expertise is in new state-of-the-art technology or new environmental policy, the specialized experience may be less than six years and more consistent with the age of the technology). Recognized expert in the technology or regulatory policies being addressed.

Functional Responsibility

Provides expert, independent services and leadership in specialized environmental areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in environmental systems and policies. Coordinates with contractor management and government personnel to ensure that the problem has been properly defined and that the solution will satisfy the government's requirement.

ANTE-0021—Training Specialist/Instructor Level II**Minimum/General Experience**

Must have seven years' experience in environmental, training, or related fields. Must have two years of specialized experience, including experience in developing and providing environmental and end-user training in environmental subjects. General experience includes environmental engineering, training, or related fields. Demonstrated ability to communicate orally and in writing.

Functional Responsibility

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

ANTE-0022—Training Specialist/Instructor Level I**Minimum/General Experience**

Must have four years' experience in environmental, training, or related fields. Must have two years specialized experience, including experience in developing and providing environmental and end-user training in environmental subjects. General experience includes environmental engineering, training, or related fields. Demonstrated ability to communicate orally and in writing.

Functional Responsibility

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

ANTE – 0023 - Biologist

Minimum/General Experience

Generally, this category requires five years' experience with at least two years of field work specializing in biological characterization and the capability to supervise and complete field work.

Functional Responsibility

Emphasis on data collection, analysis and technical support. Supervise and assist in the collection of data on soils, flora, fauna, hydrology, elevation, slope, and other biophysical characteristics to assess the environmental effects of training activities. The Biologist will be aware of federal, state and local rules and regulations that deal directly with that tasks being supported so that they will assist with compliance of any actions required. This support shall include collecting data for each inventory and survey using hand-held data loggers, written log sheets, and global positioning systems for incorporation into the field database. The Biologist shall ensure all data are collected and recorded per SOPs and regulations. In addition, the Biologist will support the environmental staff with the analysis of field data and provide technical support to facility environmental staff by conducting endangered species surveys, sensitive species, and other duties as assigned.

ANTE-0024 - Environmental Technical Writer

Minimum/General Experience

Must possess two years demonstrated experience in preparing a variety of written documents such as technical reports, user manuals or handbooks, training circulars, magazine or newsletter articles.

Functional Responsibility

Prepares, edits and rewrites original papers, articles, or reports in the engineering, scientific, technical and professional fields being prepared for publication in various Government and civilian publications. Uses established format, style, publishing concepts, practices, standards, and technologies for the media used to produce high quality documents. Displays good interpersonal skills in collaboration with authors on the preparation of the original draft for a variety of scientific, technical and management reports, manuals, and other documents. Advises authors on the tailoring of the writing to best reach the intended audience. Reviews and recommends the inclusion of enhancing charts, photographs, or tables. Performs research to verify the accuracy, pertinence, and value of all references in relation to the publication. Analyzes, interprets, and integrates information in a variety of formats, such as graphs, tables, data bases and spreadsheets to manage publishing projects from conception to printing and distribution.

ANTE-0025 - Heavy Equipment Operator

Minimum/General Experience

Must have a minimum of two years' experience operating specialized equipment and certifications and licenses with said equipment necessary within the scope of work.

Functional Responsibility

Operates crawler-type, diesel-powered, and gasoline-powered engineering and/or farm or industrial-type equipment with wheeled-or crawler-type traction including bulldozers, tractors, graders, pavement rollers, motor trucks, etc. Utilizes equipment in support of environmental projects (studies, assessments, etc.) to push and grade or load and relocate earth, riprap, gravel, or other materials; blade roads; repair berms; and target pits, Inspects, maintains, and repairs equipment, and receives related repair materials. Clears brush and stubble or tree stumps, weeds and grass, etc. during conduct of environmental projects (can use small power equipment or hand tools.) Operates equipment to establish vegetation and manage range infrastructure.

ANTE-0026 - Video Specialist**Minimum/General Experience**

Must possess two years demonstrated experience in a position utilizing video support equipment and materials or in a related field.

Functional Responsibility

Identifies and forecasts training support equipment and materials. Installs, adjusts, and maintains all projectors and related equipment. Sets up, installs, and adjusts interior and exterior cameras. Operates projectors and related equipment. Operates Radio Internal Network.

ANTE-0027 - Environmental Field Support**Minimum/General Experience**

Must possess two years of demonstrated experience in a position completing environmental field work.

Functional Responsibility

Coordinates and completes environmental field work and sampling and assists in data recording during environmental field events. Maintains support and sampling equipment utilized in the collection of data. Schedules and arranges sampling events and field coordination. Monitors and supervises field crew during sampling events, maintains schedules, and determines contingency courses of action. Completes hazardous waste/material inventories.

ANTE-0028 – Laborer**Minimum/General Experience**

No specialized skill or prior work experience is required.

Functional Responsibility

Performs environmental related tasks, which primarily require physical abilities and efforts involving little or no specialized skill or prior work experience; loads and unloads trucks and other conveyances; moves supplies and materials to proper location by wheelbarrows or hand trucks; stacks materials for storage or binning; collects refuse and salvageable materials; digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper, and rake; shovels concrete and snow; cleans culverts and ditches; cuts trees and brush; operates power lawnmowers; moves various types of machinery and equipment; digs traps for natural resource sampling; and/or repairs equipment for field collection onsite.

* See Labor Category Descriptions for Specialized Training and Minimum Qualifications

Four (4) years experience (in addition to minimum experience requirements) may be substituted for a Bachelor's degree.

Two (2) years experience (in addition to minimum experience requirements and Bachelor's degree) may be substituted for a Master's degree.

Two (2) years experience (in addition to minimum experience requirements and Master's degree) may be substituted for a Ph.D.

For categories where a Bachelor's degree is required, a Master's degree may be substituted for two (2) years experience; or a doctoral degree may be substituted for three (3) years experience.

LOGWORLD SINS 874-501, 874-503, 874-504, 875-505, 874-507

Labor Category Descriptions

LOGWORLD SINs 874-501, 874-503, 874-504, 874-505, 874-507
Labor Category Descriptions

Category 1-M: General Management and Administrative

M1—Program Manager

General Experience

Must have at least ten years of experience, of which at least six must be specialized. Specialized experience includes complete engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, and demonstrated capability in managing multi-task contracts of this type and complexity. General experience includes increasing responsibilities in logistics/business systems design and management.

Functional Responsibility

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

Education

B.S./B.A.

M2—Project Manager/Task Lead

General Experience

Must have seven years of general experience including five years of specialized experience, of which two were direct supervisory experience.

Functional Responsibility

Monitors each task and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems and works to mitigate anticipated problems. As a team or project leader, provides technical direction for the logistics project. May serve as a technical authority for a functional area. As a staff specialist or consultant, resolves unique and unyielding business systems problems using new technology and approaches. Can complete tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports in writing and orally to contractor management and government representatives, including the government contracting officer.

Education

B.S./B.A.

M3—Assistant Project Manager

General Experience

Must have at least four years of experience, of which at least two must be related to the management of programs, projects, or task orders. Experience must include increasing responsibilities in both managerial and technical responsibilities. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility

Assists in the performance of all Project Manager responsibilities. May be responsible for individual task orders under the supervision of the Project Manager.

Education

B.S./B.A.

M4—Project Financial Control**General Experience**

Must have at least six years of experience, of which at least four must be specialized. Specialized experience may include strategic and business planning, operational plans and control, program pricing, surveillance and evaluation, or performance measurement systems. General experience includes increasing responsibilities of a technical and/or fiscal nature.

Functional Responsibility

Responsible for tracking and reporting to program management all key financial information, including budgets, performance to these budgets, and estimates to complete. Additional responsibilities may include support in developing program and performance measurements, criteria for these measurements, accountability matrices, and performance system implementation guidelines. Defines and continuously refines key indicators, results, and measurements to manage the business processes to achieve desired program and/or project results.

Education

B.S./B.A.

M5—Quality Assurance Manager**General Experience**

Must have at least seven years of logistics, engineering, and/or system analysis and programming experience, including four years of quality assurance experience.

Functional Responsibility

Organizes and maintains all required quality assurance documentation. Responsible for ensuring compliance with recognized standards and practices. Reviews all documentation for completeness, accuracy, and correctness. Supports the test and integration personnel as a witness to testing requirements. Certifies that deliverables have met all quality requirements.

Education

B.S./B.A.

M6—Senior Quality Assurance Specialist**General Experience**

Must have at least five years of experience, of which three must be specialized.

Functional Responsibility

Responsible for most technical and complex quality control testing of raw materials, in-process materials, and bulk or finished products. Assists in the development of new methods and procedures.

Education

B.S./B.A.

M7—Quality Assurance Specialist**General Experience**

Must have at least four years of experience, of which two must be specialized. Specialized experience includes configuration management, verification and validation, system testing and integration, and metrics and their application to systems quality assessment. Expertise may be either logistics business systems or software systems based. General experience includes increasing responsibilities in quality assurance and quality control.

Functional Responsibility

Assists in the evaluation of software and associated documentation. Participates in formal and informal reviews to determine quality.

Education

B.S./B.A.

M8—This Number Reserved

M9— This Number Reserved

Category 2-F: Functional

F1—Senior Logistician

General Experience

Must have at least eight years of experience, of which five must be specialized.

Functional Responsibility

Determines overall support requirements, including facilities, personnel, safety, and maintenance. Directs and coordinates program activities designed to ensure effective and economical support. Analyzes and evaluates design concepts to determine if concepts satisfy support requirements and studies the relative supportability of alternative concepts. Determines logistic support sequences and time phasing. Anticipates logistics problems related to operational areas and environmental and human factors and determines contingency requirements and solutions. May design and conduct research or technical studies to support logistic functions.

Education

B.S./B.A.

F2—Intermediate Logistician

General Experience

Must have at least four years of experience, of which three must be specialized.

Functional Responsibility

Assists in the development of logistical management systems. Obtains and researches data required to perform related analysis. Assists in developing materials for tracking and status reports. Receives instructions on project objectives, complex features, and potential solutions.

Education

B.S./B.A.

F3—Logistics Analyst

General Experience

Must have at least four years of experience, of which two years must be specialized.

Functional Responsibility

Develops and implements logistics plans that may affect the production, distribution, and inventory of finished products in order to enhance product flow. Assists in the development of policies, guidelines, and

procedures to ensure quality and cost control. Conducts distribution and network studies, monitors inventory, and analyzes requirements in order to develop strategies to achieve desired delivery times and order fill rates. Maintains appropriate records and prepares reports. Coordinates logistics activities with internal/external customers.

Education

B.S./B.A.

F4—This Number Reserved

F5—This Number Reserved

F6—Contracts/Acquisition Specialist

General Experience

Must have at least five years of experience, of which four must be specialized.

Functional Responsibility

Assists government procurement agencies to define proposals (FRQ) and qualify vendors. Applies knowledge of the defense acquisition process to support customers in the analysis and improvement of acquisition process policy and procedures. Devises strategies for deploying and implementing new acquisition policy initiatives and measuring the effectiveness of implementation. Uses quantitative analytical techniques to assess system acquisition process issues and develop risk reduction/mitigation approaches for improving acquisition/program planning, control, and execution.

Education

B.S./B.A.

F7—Logistics Management Executive Consultant

General Experience

Must have at least fifteen years of experience, of which ten must be specialized.

Functional Responsibility

Responsible for all logistics management functions, often including multiple facilities. Responsible for all or most inventory management warehousing and transportation. May have limited involvement with procurement, customer service, and production planning.

Education

M.S./M.A.

F8—Senior Transportation Specialist

General Experience

Must have at least eight years of experience, of which four must be specialized.

Functional Responsibility

Responsible for the physical movement of inbound and outbound shipments via air, land, rail, sea, or pipeline. Responsible for all distribution functions; this typically includes shipments to domestic and international customers, and to distribution centers and branches within the same company. May supervise other transportation managers and/or specialists. Generally supervises other managers/supervisors and staff at one or more location(s).

Education

B.S./B.A.

F9—Intermediate Transportation Specialist**General Experience**

Must have at least six years of experience, of which three must be specialized.

Functional Responsibility

Responsible for the physical movement of inbound and outbound shipments via air, land, rail, sea, or pipeline. Responsible for assigned distribution functions; this typically includes the shipments to domestic and international customers, and to distribution centers and branches within the same company. Generally supervises staff at one location.

Education

B.S./B.A.

F10—Transportation Operations Specialist**General Experience**

Must have at least four years of experience, of which two must be specialized.

Functional Responsibility

Oversees the operations of inbound and outbound shipments via air, land, rail, sea, or pipeline; may include shipments to domestic and international customers, and distribution centers and branches within the same company. May supervise a small group of employees.

Education

B.S./B.A.

F11—Traffic Management Specialist**General Experience**

Must have at least six years of experience, of which two must be leadership experience in traffic.

Functional Responsibility

Responsible for the first-line direction of employees engaged in coordination and scheduling of the movement of in-bound and out-bound goods with carriers. Assigns employees to maximize traffic objectives. Responsible for the employment, training, motivation, and discipline of assigned employees.

Education

B.S./B.A.

F12—Freight Management Specialist**General Experience**

Must have at least five years of experience, of which four must be specialized.

Functional Responsibility

Responsible for ascertaining the appropriate domestic and/or international freight rate(s) on incoming and outgoing materials and products. May audit freight invoices.

Education

B.S./B.A.

F13—Supply/Stockroom Manager**General Experience**

Must have at least eight years of experience, of which four must be specialized.

Functional Responsibility

Responsible for the physical custody and accuracy of inventory records for component items, assemblies, and/or finished goods within a manufacturing facility. May manage the supervisors of individual stockrooms.

Education

B.S./B.A.

F14—Distribution and Storage Management Specialist**General Experience**

Must have at least eight years of experience, of which four are in a supervisory level position in stores/shipping/receiving activities.

Functional Responsibility

Responsible for the management of employees engaged in the storage, shipment, and receipt of raw materials and/or finished goods. Establishes departmental procedures and standards. Responsible for the security and accountability of goods within jurisdiction. Ensures that goods are packaged and protected for shipment according to specification. Coordinates with production and marketing to develop and meet shipping objectives. Normally directs activities through subordinate supervisors. Responsible for the employment, training, motivation, and discipline of assigned employees.

Education

B.S./B.A.

F15—Inventory Management Specialist**General Experience**

Must have at least eight years of experience, of which four must be specialized.

Functional Responsibility

Responsible for the first-line direction of employees involved in the tracking and control of materials through the production process. Coordinates with production control, purchasing, stores, and manufacturing to ensure the timely ordering and stocking of proper levels of inventory to meet production requirements. Responsible for the employment, training, motivation, and discipline of assignment employees.

Education

B.S./B.A.

F16—Property Disposal Specialist**General Experience**

Must have at least eight years of experience, of which four must be specialized.

Functional Responsibility

Responsible for the physical movement and disposal of material within a manufacturing facility. Supervises intra-plant personnel, including drivers, material handlers, etc.

Education

B.S./B.A.

F17—Storage Facility Management Manager**General Experience**

Must have at least eight years of experience, of which four must be specialized.

Functional Responsibility

Plans, schedules, and directs staff of skilled and unskilled trade's employees in the maintenance of buildings and grounds. Ensures that all utility systems are fully operational and are inspected in accordance with preventive maintenance schedules. Prepares cost estimates for building renovations or space allocations and inspects completed work for conformance to specifications.

Education

B.S./B.A.

F18—Warehouse Manager

General Experience

Must have at least six years of experience, of which three must be specialized.

Functional Responsibility

Responsible for the physical custody and accuracy of finished goods/products inventory records at a location removed from the manufacturing/production facility.

Education

B.S./B.A.

F19—Senior Training Specialist/Instructor

General Experience

Must have six years of experience in information systems development, training, or related fields, with at least three years of experience in developing and providing ADP and end-user training on computer hardware and application software.

Functional Responsibility

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

Education

B.S./B.A.

F20—Training Specialist/Instructor

General Experience

Must have four years of experience in information systems development, training, or related fields. Must have two years of specialized experience which includes experience in developing and providing ADP and end-user training on computer hardware and application software. General experience includes information systems development, training, or related fields. Must have a demonstrated ability to communicate orally and in writing.

Functional Responsibility

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

Education

B.S./B.A.

F21— This Number Reserved

F22— This Number Reserved

F23— This Number Reserved

F24—Technical Specialist Level 2

General Experience

Generally has five to eight years of experience in the administrative, technical, or functional area of expertise, of which at least one has been in a technical specialist level 1 position or equivalent.

Functional Responsibility

Generally works independently on difficult or advanced technical problems. May act as a team leader for small team of three to four technical specialists.

Education

A.A./Certification/Special License

Representative Job Titles

Technical Writer III, Technical Instructor/Course Developer (Jr. Training Specialist), Computer Systems Analyst 1, Engineering Technician III, Electronics Technician-Maintenance III, Drafter/CAD Operator

F25—Technical Specialist Level 1

General Experience

Generally has two to six years of experience in the administrative, technical, or functional area of expertise.

Functional Responsibility

Generally works independently or occasionally with a small team of one to two junior level employees in their administrative, technical, or functional area of expertise.

Education

A.A./Certification/Special License

Representative Job Titles

Technical Writer II, Personal Computer Support Technician, Graphic Artist, Computer Operator V, Technical Instructor, Drafter/CAD Operator III, Electronics Technician-Maintenance II, Telecommunications Mechanic II, Computer Programmer I (Jr. Computer Programmer), Engineering Technician II

F26—Specialist Level 2

General Experience

Generally has five to eight years of experience in the administrative, technical, or functional area of expertise, of which at least one has been in a Specialist Level 1 position or equivalent.

Functional Responsibility

Generally works independently or with a small team of one to three junior level employees in their administrative, technical, or functional area of expertise.

Education

High School

Representative Job Titles

Supply Technician, Drafter/CAD Operator II

F27—Specialist Level 1

General Experience

Generally has two to six years of experience in the administrative, technical, or functional area of expertise.

Functional Responsibility

Generally works independently or with a small team of one to three junior level employees in their administrative, technical, or functional area of expertise.

Education

High School

Representative Job Titles

Drafter/CAD Operator I, Motor Vehicle Mechanic

F28—Journeyman

General Experience

Generally has two to five years of experience in the administrative, technical, or functional area of expertise.

Functional Responsibility

Generally works independently or with a very small team of one to two junior level employees in their administrative, technical, or functional area of expertise. Generally capable of independently performing all sub-functions of the functional area of expertise.

Education

High School

Representative Job Titles

Tools and Parts Attendant, Warehouse Specialist, Secretary III, Truck Driver-Heavy Truck, Truck Driver-Tractor/Trailer, Truck Driver-Light Truck, Truck Driver-Medium Truck, Woodworker, Stevedore II, Fuel Distribution System Operator, Heavy Equipment Mechanic, Heavy Equipment Operator, Machinery Maintenance Mechanic

F29—Apprentice

General Experience

Generally has six months to two years of experience in the administrative, technical, or functional area of expertise.

Functional Responsibility

Generally works as a member of a team composed of both journeyman and junior level employees in their administrative, technical, or functional area of expertise. Generally capable of independently performing several but not all sub-functions of the functional area of expertise.

Education

High School

Representative Job Titles

Word Processor II, Data Entry Operator II, Dispatcher-Motor Vehicle, Order Clerk II, Messenger (Courier), Secretary II, Order Filler, Shipping/Receiving Clerk, Shipping Packer, Stock Clerk (Shelf Stocker, Store Worker II), Stevedore I, Material Expediter, Blocker and Bracer, Hatch Tender, Line Handler, Bus Driver, Shuttle Bus Driver (Van Driver), Forklift Operator, Rigger

F30—Entry Level/Helper

General Experience

Generally has less than six months of experience in the administrative, technical, or functional area of expertise.

Functional Responsibility

Essentially a laborer, or in training. Works as a member of a team composed of both journeyman and junior level employees in their administrative, technical, or functional area of expertise. Generally capable of independently performing a few of the sub-functions of the functional area of expertise.

Education

High School

Representative Job Titles

Document Preparation Clerk, Order Clerk I, Maintenance Scheduler, Secretary I, Material Handling Laborer, Store Worker I, Recycling Laborer, Cashier

Category 3-A: ADP/IT**A1—Principal Business Process Reengineering Specialist****General Experience**

Must have at least ten years of experience, of which at least seven 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, as well as supervision of other Business Process Reengineering Specialists.

Functional Responsibility

Applies process improvement and reengineering methodologies and principles of best practice to conduct process modernization projects, including applicable trade studies. 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 additional forms of knowledge transfer. Serves as key coordinator between multiple project teams to ensure enterprise wide integration of reengineering efforts. Provides daily supervision and direction to other business process reengineering specialists.

Education

M.S./M.A.

A2—Senior Business Process Reengineering Specialist**General Experience**

Must have at least eight years of experience, of which at least five 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, information system development methods and practices, or the supervision of other Business Process Reengineering Specialists.

Functional Responsibility

Applies process improvement and reengineering methodologies and principles of best practices to conduct process modernization projects, including applicable trade studies. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements, environmental analysis, strategy and goal formulation, resource analysis, strategy evaluation, and control. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. May be under the supervision and direction of a principal business process engineering specialist or may work independently.

Education

B.S./B.A.

A3—Business Process Reengineering Specialist

General Experience

Must have at least six years of experience, of which at least four 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, information system development methods and practices, or the supervision of other business process reengineering specialists.

Functional Responsibility

Applies process improvement and reengineering methodologies and principles of best practices to conduct process modernization projects, including applicable trade studies. 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 additional forms of knowledge transfer. May be under the supervision and direction of a Senior Business Process Engineer or may work independently.

Education

B.S./B.A.

A4—Senior Configuration Management Specialist

General Experience

Must have at least eight years of experience, of which five are configuration/data management experience.

Functional Responsibility

Performs work in one or more specialty areas of configuration management, data management, or engineering data. Analyzes complex engineering change proposals. Monitors contractors, subcontractors, and vendors to ensure that the applications of military standards and requirements for the statement of work are properly implemented. Designs, develops, and establishes configuration and data management documentation based on program requirements. Participates in design reviews, audits, scheduling, budgeting, etc. Reviews and makes recommendations on contractor engineering data. Identifies requirements and coordinates the development and implementation of computer-based configuration, data management systems, and electronic data support.

Education

B.S./B.A.

A5—Configuration Management Specialist

General Experience

Must have five years of engineering and/or system analysis and programming experience, including two years of configuration management experience.

Functional Responsibility

Responsible for configuration management activities, including product identification, change control, status accounting, operation of the program support library, and development and monitoring of equipment/system acceptance plans. Evaluates and selects configuration management tools and standards. Coordinates with users and systems development personnel on releases of both system-level software and applications software. Verifies the completeness and accuracy of release libraries before implementation and ensures that correct versions of programs are included in specified releases. Prepares configuration management plans and procedures. Responsible for configuration management of requirements, design, and code. Operates and manages program support library. Monitors library structure and procedures to assure system integrity, including procedures for collection, release, production, test, and emergency libraries and the movement/migration of components between libraries. Monitors end-item acceptance plans. Will supervise lower level personnel. Must have demonstrated capability for oral and written communications.

Education

B.S./B.A.

A6—Senior Computer Security Specialist**General Experience**

Must have a minimum of ten years of experience, of which at least eight must be specialized experience in defining computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

Functional Responsibility

Analyzes and defines security requirements for multilevel security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Responsible for the implementation of the MLS and the monitoring of this plan. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment. Provides daily supervision and direction to staff.

Education

B.S./B.A.

A7—Computer Security Specialist**General Experience**

Must have a minimum of seven years of experience, of which at least five must be specialized experience in defining computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

Functional Responsibility

Analyzes and defines security requirements for multilevel security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses which also includes risk assessment.

Education

B.S./B.A.

A8—Principal System Architect**General Experience**

Must have at least ten years of experience, of which at least seven must be specialized. Specialized experience includes supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEF1x, entity relationship diagrams, CASE, or other design techniques), object-oriented principles, COTS integration, or 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.

Functional Responsibility

Establishes system information in the development of organizational-wide or large-scale information systems. Works with other technical disciplines, such as functional analysts, business process reengineering specialists, and software and systems engineers, as applicable. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards—such as the Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model or the Defense Information Infrastructure Common Operating Environment (DII COE)—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. Must be familiar with emerging requirements for COTS components and Web based technology. Ensures that the common operating environment is Technical Architecture Framework for Information Management (TAFIM) compliant. Evaluates, analytically and systematically, problems of work flows, organization, and planning, and develops appropriate corrective action. Provides daily supervision and direction to staff.

Education

M.S./M.A.

A9—Principal Information Engineer

General Experience

Must have at least ten years of experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. A minimum of five years of demonstrated experience is required in managing the implementation of information engineering projects and in systems analysis, design, and programming using CASE and IE tools and methods. Must have proven managerial and supervisory skills. Must have 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.

Functional Responsibility

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 reengineering disciplines to develop migration-strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.

Education

B.S./B.A.

A10—Proprietary Product System Architect

General Experience

Completed four proprietary product courses, such as SQL and OL/SQL. Developed data modes, Developer 2000, design effective GUI applications, and has at least one year of experience in application design and development; completed three proprietary product courses and has at least two years of experience in application design and development; or has six years experience in performing application development in a broad-based ADP setting, including two years of extensive experience in proprietary product architect tools such as Oracle Design/2000. Must have experience in the latest commonly used version of proprietary product such as Oracle RDBMS version 7.X.

Functional Responsibility

Participates in all phases of system design and development of complex applications, generally in a client/server environment, using a variety of proprietary product or emerging technology tools in a variety of operating environments.

Education

See General Experience.

A11—Proprietary Product Application Designer

General Experience

Completed four proprietary product courses, such as Designer/2000 Design and Build Database Objects, Develop Design and Build Database Object; Develop Data Models and Design Data Bases, and Introduction to Design Proprietary Product (such as Oracle SQL, Powerbuilder, and Windows NT) and

has at least one year of experience performing analysis, design, and development; received a certification level with the proprietary product (such as Lotus Notes) and has at least one year of experience performing analysis, design, and development; or has four years of intensive and progressive experience performing analysis, design, and development on contemporary hardware using contemporary languages, with two years of experience performing design and development using high technology, emerging technology, and/or CASE technology, such as Oracle CASE products.

Functional Responsibility

Performs high-level analysis and design tasks associated with the overall design of application systems using one or more high-technology or emerging-technology proprietary product tools. Directs emerging technology software development programs, including system and subsystem design and implementation.

Education

See General Experience.

A12—Proprietary Product Application Developer

General Experience

Completed three proprietary product courses, such as Develop Applications using Proprietary Product Procedures, Developer 2000 Foundation; or Design/2000 and Build Applications, and has at least one year of experience performing application development or received a certification level with the proprietary product (such as Lotus Notes) and has at least one year of experience performing applications development in a broad-based ADP setting. Has one year of development experience using high technology and/or emerging technology proprietary software, including but not limited to, Oracle Application Development Products, Powerbuilder, Lotus Notes, Windows NT, JAVA, Visual C++, Netscape, and other Internet developer and applicator tools.

Functional Responsibility

Participates in the development of modernized software applications using high technology and/or emerging technology proprietary software.

Education

See General Experience.

A13—Proprietary Product Database Administrator

General Experience

Completed three proprietary product courses, such as Develop Data Models and Design Databases, Database Administration, or Performance Training and has at least two years of experience in all phases of system analysis and database administration, or has five years of intensive and progressive experience in all phases of systems analysis, design, and development. Has three years experience as a database administrator for proprietary product RDBMs, such as Oracle. Must have experience as a Database Administrator with the latest commonly used version of the relevant RDBMs.

Functional Responsibility

Creates and manages the database. Performs exceptionally complex database administration functions, which include, but are not limited to, managing/maintaining distributed relational databases residing in a central system.

Education

See General Experience.

A14—Technical Expert Level 1

General Experience

Experience qualifications will be determined on a case-by-case basis. Typically this requires fifteen years of general experience in information systems, including ten years of specialized experience providing state-of-the-art solutions in information systems technology (or, if the particular area of expertise in new

state-of-the-art technology, the specialized experience may be less than ten years and more consistent with the age of the technology). Is a recognized expert in the technology being addressed.

Functional Responsibility

Provides expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software and hardware. Coordinates with contractor management and government personnel to ensure that the problem has been properly defined and that the solution will satisfy the government's requirement.

Education

Ph.D.

A15—Technical Expert Level 2

General Experience

Experience qualifications will be determined on a case-by-case basis. Typically this requires twelve years of general experience in information systems, including ten years of specialized experience providing state-of-the-art solutions in information systems technology (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience may be less than ten years and more consistent with the age of the technology).

Functional Responsibility

Provides expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software and hardware. Coordinates with contractor management and government personnel to ensure that the problem has been properly defined and that the solution will satisfy the government's requirement.

Education

M.S./M.A.

A16—Technical Expert Level 3

General Experience

Experience qualifications will be determined on a case-by-case basis. Typically this requires ten years of general experience in information systems, including eight years of specialized experience providing state-of-the-art solutions in information systems technology (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience may be less than eight years and more consistent with the age of the technology). Is a recognized expert in the technology being addressed.

Functional Responsibility

Provides expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software and hardware. Coordinates with contractor management and government personnel to ensure that the problem has been properly defined and that the solution will satisfy the government's requirement.

Education

M.S./M.A.

A17—Technical Expert Level 4

General Experience

Experience qualifications will be determined on a case-by-case basis. Typically this requires eight years of general experience in information systems, including six years of specialized experience providing state-of-the-art solutions in information systems technology (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience may be less than six years and more consistent with the age of the technology). Is a recognized expert in the technology being addressed.

Functional Responsibility

Provides expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software and hardware. Coordinates with contractor management and government personnel to ensure that the problem has been properly defined and that the solution will satisfy the government's requirement.

Education

B.S./B.A.

A18—Legacy System Analyst**General Experience**

Expert (five or more years of experience) in a specific "legacy system(s)" functionality, including knowledge of designated legacy hardware; operating systems; capacities; configurations; application programs; preference programming languages; and administration, operations, and maintenance characteristics of the designated legacy system.

Functional Responsibility

Analyzes requirements for maintaining, modifying, or converting unique application systems that are deemed legacy systems. Provides guidance and technical/functional advice to programmers. Assists in the identification of requirements for Year 2000 modifications to legacy systems. Provides unique knowledge of the history of changes to the legacy applications. Develops plans to migrate legacy systems to new technologies and/or new functionality. Analyzes and documents legacy system functionality to identify mandatory requirements to be fulfilled by migration system candidates. May also participate in the analysis and evaluation of migration system candidates. May also participate in designing, developing and implementing changes to legacy systems to accommodate such requirements as Year 2000 modifications, interim interfaces to migration systems, and/or conversion to migration systems.

Education

High School

A19—Senior Systems Architect**General Experience**

Must have at least eight years of experience, of which at least five must be specialized. Specialized experience includes supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEF1x, entity relationship diagrams, CASE, or other design techniques), and other design techniques, object-oriented principles, COTS integration, or experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.

Functional Responsibility

Establishes system information in the development of enterprise-wide or large-scale information systems. Works with other technical disciplines, such as functional analysts, business process reengineering specialists, and software and systems engineers, as applicable. Designs architecture to include the software, hardware, and communications to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards—such as the 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. Is familiar with emerging requirements for COTS components and Web-based technology. Ensures that the common operating environment is compliant to the appropriate level of the DII COE. Evaluates, analytically and systematically, problems of work flows, organization, and planning, and develops appropriate corrective action. Provides daily supervision and direction to staff.

Education

B.S./B.A.

A20—Senior Information Engineer

General Experience

Must have at least eight years of experience, of which at least five must be specialized 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 using CASE and IE tools and methods; and three to five years of business or functional experience. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility

Applies business process improvement practices to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, 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 the CIM guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to staff.

Education

B.S./B.A.

A21—Information Engineer

General Experience

Must have a minimum of five years of experience, of which at least two must be specialized 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: two years of experience in the implementation of information engineering projects and experience in systems analysis; design, and programming using CASE and IE tools and methods. Two years of business/functional experience is desirable, to support the business modeling activities. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility

Applies a business-wide set of disciplines for the planning, analysis, design, and construction of information systems on a business-wide basis or across a major sector of the business. Performs business strategic systems planning, 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 reengineering disciplines to develop migration-strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.

Education

B.S./B.A.

A22—Senior Software Engineer

General Experience

Must have at least eight years of directly related experience in the design, writing, and testing of computer programs or database development. Requires advanced knowledge of the principles, methods, and techniques used in all phases of full life cycle applications and systems development, engineering, programming, and analysis at a highly technical level.

Functional Responsibility

Participates in all phases of software development and engineering, including system design, analysis, and modeling at a highly technical level. Assesses system architecture and hardware limitations. Defines

and selects new concepts and approaches for the design, development, and implementation of software engineering applications. Defines complex design specifications and parameters, resolves complex hardware and software compatibility and interface design considerations, and performs requirement acquisition and definition and data analysis. Performs technical and subject matter research on emerging technologies to determine impacts on application execution. Performs system modeling. May perform database analysis, design, implementation, and testing. Analyzes and documents client needs and requirements. Writes, modifies, and maintains technical documentation and specifications such as user manuals, system documentation, and training materials. Performs integration testing and support of various computer operating and/or network systems. May serve as a technical task or project lead with supervisory responsibility. Troubleshoots and provides customer support for systems/database engineering and software issues; may train other software engineers.

Education

B.S./B.A.

A23—Software Engineer

General Experience

Must have at least four years of directly related experience in software engineering, including the design, coding, testing, and documentation of computer programs. Requires knowledge of the principles, methods, and techniques used in software engineering and applications and systems development.

Functional Responsibility

Performs software and systems design engineering, including the design development, analysis, and implementation of software engineering applications. Performs software and information engineering, including full life cycle application systems design and development. Works from specifications to develop and modify operating software programming applications. Designs, codes, tests, debugs, and documents programs. Defines limited design specifications and parameters. Resolves hardware and software compatibility and interface design considerations. Analyzes system architecture requirements, performs requirements acquisitions and definition and data analysis, and may customize purchased applications. Performs technical and subject matter research on emerging technologies to determine impacts on application executions. Analyzes and documents client needs and requirements. Assists with writing, modifying, and maintaining technical documentation and specifications, such as user manuals system documentation, and training materials. Performs integration testing and support of various computer operating and/or network systems. Troubleshoots and provides customer support for system engineering and software issues. Works under general supervision; may serve as a technical team or task lead.

Education

B.S./B.A.

A24—Junior Software Engineer

General Experience

Must have at least two years of directly related experience in software engineering, including the design, coding, testing, and documentation of computer programs. Requires knowledge of the principles, methods, and techniques used in software engineering and applications and systems development.

Functional Responsibility

Assists in the design, development, analysis, and implementation of software applications, including system design and engineering under general supervision. Performs software and information engineering, including full life cycle application systems design and development. Works from specifications to develop and modify operating software programming applications. Assists with design, coding, testing, debugging, and documentation of programs. Assists in the definition of limited design specifications and parameters. Resolves hardware and software compatibility and interface design considerations. Assists in the analysis of system architecture requirements, performs requirements acquisitions and definition and data analysis, and may customize purchased applications. Performs technical and subject matter research on emerging technologies to determine impacts on application executions. Analyzes and documents client needs and requirements. Assists with writing, modifying, and maintaining technical documentation and specifications, such as user manuals, system documentation,

and training materials. Performs integration testing and support of various computer operating and/or network systems. Troubleshoots and provides customer support for system engineering and software issues.

Education

B.S./B.A.

A25—Senior Systems Engineer

General Experience

Must have six years of experience, of which at least three must be specialized. Specialized experience includes supervision of system engineers and demonstrated use of interactive, interpretative systems with on-line, real-time acquisition capabilities. General experience includes increasing responsibilities in systems engineering.

Functional Responsibility

Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques, and CASE tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Education

B.S./B.A.

A26—Junior Systems Engineer

General Experience

Must have at least two years of directly related experience in systems engineering. Requires knowledge of the principles, methods, and techniques used in the engineering, development, maintenance, and applications of multiple operating systems.

Functional Responsibility

Provides customer support in the installation, maintenance, and servicing of computer systems programs, software, and operations to ensure that systems are functioning according to design specifications, under general supervision. Provides technical support and diagnoses and resolves system problems. Analyzes and documents users' functional and data requirements. Conducts research and analyzes technology information relative to tasking. Participates in the development of new systems or tailors commercial products to meet user requirements. Develops and conducts tests to ensure systems meet documented user requirements. Develops documentation to describe system requirements and use. May serve as a team or task leader. Maintains current knowledge of relevant hardware and software applications as assigned.

Education

B.S./B.A.

A27—Senior Computer Systems Analyst

General Experience

Must have eight years of computer experience, working independently or under general direction on complex application problems involving all phases of systems analysis. Must have at least five years of experience in analysis and design of business applications for complex, large-scale, or mid-tier computer systems or LAN-based systems.

Functional Responsibility

Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness and adherence to the design concept, user standards, and progress in accordance with schedules.

Education

B.S./B.A.

A28—Computer Systems Analyst**General Experience**

Must have five years of computer experience in information systems design and management. Must have at least three years of experience in analysis and design of business applications for complex, large-scale, or mid-tier computer systems or LAN-based systems.

Functional Responsibility

Analyzes and develops computer software processing a wide range of capabilities, including numerous engineering, business, and records management duties. Develops plans for automated data processing (ADP) systems from project inception to conclusion. Analyzes the problem and the information to be processed. Defines the problem and develops system requirements and program specifications from which programmers prepare detailed flow charts, programs, and tests. Coordinates with programmers to ensure proper implementation of program and system specifications. Develops system alternative solutions in conjunction with functional users.

Education

B.S./B.A.

A29—Junior Computer Systems Analyst**General Experience**

Must have at least three years of computer experience in assignments of a technical nature working under close supervision and direction. Must have at least one year of experience in analyzing and programming applications on large-scale or mid-tier computers (or LAN-based systems) with a minimum of one year of experience in design and programming of moderately complex ADP systems.

Functional Responsibility

Develops requirements for information systems from a project's inception to its conclusion. Develops required specifications for simple to moderately complex systems. Assists the Senior Computer Systems Analyst in preparing input and test data for the proposed system.

Education

B.S./B.A.

A30—Data Administrator**General Experience**

Must have at least six years of general experience in systems analysis or programming, including four years of specialized experience in DBMS.

Functional Responsibility

Provides highly technical expertise and guidance in the design, implementation, operation, and maintenance of database management systems (DBMS). Evaluates and recommends available DBMS products after matching requirements with system capabilities. Determines file organization, indexing methods, and security procedures for specific applications. Controls the design and use of databases. Controls the global view of databases, controls the access to the databases, assures the safekeeping of the databases (from accidental or intentional damage or loss), and monitors the use of databases. Must be capable of defining all required database administration policies, procedures, standards, and guidelines. Is an authority on the design of databases and the use of database management systems. Evaluates and recommends available DBMS products after matching requirements with system capabilities. Prepares and delivers presentations on DBMS concepts.

Education

B.S./B.A.

A31—Senior Database Management Specialist

General Experience

Must have at least ten years of experience, of which at least seven must be specialized. Specialized experience includes demonstrated experience with database management systems design and system analysis, current operating systems software internals and data manipulation languages, incorporation of component and object-oriented concepts, building and/or maintaining data/information repositories for organizations that use information engineering concepts, and enterprise data and process modeling in the identification and development of standardized objects. General experience includes increasing responsibilities in the development and maintenance of database systems and process and/or data modeling. Must be familiar with current and emerging database systems and standards, including those of the DoD.

Functional Responsibility

Manages the development of database projects. Plans and budgets staff and database resources., Reallocates resources to maximize benefits, when necessary. Prepares and delivers presentations on database management system concepts and applicable trade-offs. Provides technical support in the evaluation of prime object names, data elements, and other objects. Evaluates proposed objects and their attributes. Ensures that proposed object definitions are clear, concise, technically correct, and represent singular concepts. Ensures that the proposed objects are consistent with data and process models. Provides daily supervision and direction to support staff.

Education

B.S./B.A.

A32—Data Management Specialist

General Experience

Must have at least six years of experience, of which at least three must be specialized. Specialized experience includes demonstrated experience using current DBMS technologies, application design using database management systems, and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility

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

Education

B.S./B.A.

A33—Operations Manager

General Experience

Must have at least six years of experience, of which at least three are specialized. Specialized experience includes supervision and operations experience on a large-scale computer system and knowledge of hardware, software, and operating systems. General experience includes operations experience on a large-scale computer system.

Functional Responsibility

Manages computer operations. Schedules machine time and directs data entry efforts. Provides users with computer output.

Education

A.A.

A34—Senior Electronics Engineer

General Experience

Must have a minimum of eight years of experience, of which at least five must be specialized in electronic systems design development, requirements analysis and systems analysis and design. Must also have demonstrated experience in the support of electronic engineering projects, systems analysis, and design. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility

Applies engineering disciplines for the planning, analysis, and design of electronic systems. Develops appropriate techniques and methodologies for problem solutions. Provides technical guidance in engineering techniques and daily supervision and direction to staff.

Education

B.S./B.A.

A35—Electronics Engineer

General Experience

Must have a minimum of five years of experience, of which at least two must be specialized in electronic systems development, requirements analysis and systems analysis and design. Must also have two years of experience in the support of electronic engineering projects and systems analysis and design. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility

Applies engineering disciplines for the planning, analysis, and design of electronic systems. Develops appropriate techniques and methodologies for problem solutions.

Education

B.S./B.A.

A36—ADP Hardware Specialist

General Experience

Must have at least five years of progressive experience in IS/ADP systems analysis with three years of intensive and progressive specific experience in the specialty.

Functional Responsibility

Determines feasible hardware alternatives in client server environments. Reviews computer systems in terms of capabilities and makes recommendations for improved use. Prepares or directs preparation of reports concerning hardware. Prepares or participates in preparing functional requirements and specifications for hardware acquisitions.

Education

B.S./B.A.

A37— This Number Reserved

A38— This Number Reserved

A39—Systems Programmer

General Experience

Must have at least five years of experience, of which at least three must be specialized. Specialized experience includes ADP systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility

Creates and/or maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs. Modifies existing software, as well as creating special-purpose software to ensure efficiency and integrity between systems and applications.

Education

B.S./B.A.

A40—Computer Programmer**General Experience**

Must have at least three years of experience in the computer programming field.

Functional Responsibility

Performs assigned portions of design, programming, and documentation, for IS/ADP systems. Participates in all phases of software development, with emphasis on the programming, testing, documentation, and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.

Education

B.S./B.A.

A41— This Number Reserved**A42— This Number Reserved****A43— This Number Reserved****A44— This Number Reserved****Category 4-C: Communications****C1—Senior Communications Engineer****General Experience**

Must have at least ten years of general experience in data communications or computer systems, including four years of specialized experience.

Functional Responsibility

Provides technical direction for telecommunications activities, including planning, designing, installing, and maintaining large telecommunications networks. Develops, operates, and maintains voice, video, and data communications systems. Applies telecommunications engineering principles and theory to propose design and configuration alternatives. Evaluates existing communications systems to identify deficiencies and network performance improvements. Consults with user personnel to ensure that problems have been properly identified and that the solution will meet the requirements. Analyzes network performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols. Performs network analyses and feasibility studies concerning communications and communication networks. Prepares studies and gives presentations on communications concepts. Provides technical guidance to other personnel concerning data communications requirements. Participates in preparing functional specifications for acquiring commercially available data communications networks.

Education

B.S./B.A.

C2—Communications Network Manager**General Experience**

Must have at least six years of experience, of which at least three are specialized. Specialized experience includes supervising the operation and maintenance of communications network systems. General experience includes all aspects of communications networks.

Functional Responsibility

Schedules conversions and cutovers, oversees the network control center, supervises systems maintenance, coordinates with all responsible users and sites, and supervises staff.

Education

B.S./B.A.

C3—Communications Engineer**General Experience**

Must have at least six years of general experience in data communications or computer systems, including three years of specialized experience.

Functional Responsibility

Provides technical direction for telecommunications activities, including planning, designing, installing, and maintaining large telecommunications networks. Develops, operates, and maintains voice, video, and data communications systems. Applies telecommunications engineering principles and theory to propose design and configuration alternatives. Evaluates existing communications systems to identify deficiencies and network performance improvements. Consults with user personnel to ensure that problems have been properly identified and that the solution will meet the requirements. Analyzes network performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols. Performs network analyses and feasibility studies concerning communications and communication networks. Prepares studies and gives presentations on communications concepts. Provides technical guidance to other personnel concerning data communications requirements. Participates in preparing specifications for acquiring commercially available data communications networks.

Education

B.S./B.A.

C4—System/Network Integration Engineer**General Experience**

Received certification-level training in proprietary product network operating system or integration tools, such as Novell, UNIX, or Windows NT, and has at least one year of experience in computer system/network engineering and/or technical subject specialization; or has four or more years of experience in computer system/network engineer and/or technical subject specialization. Has two more years of experience within a specific field of technology related to computer systems integration/network integration administration or security (i.e., Novell or UNIX) and/or a specific technical subject specialization.

Functional Responsibility

Performs system and network analysis, design, and administration. Designs computer and communications architectures, provides timely technical support, and designs hardware and software solutions for communications architectures.

Education

See General Experience.

C5—Principal Electronics Engineer**General Experience**

Must have a minimum of ten years of experience in electronic systems design development, requirements analysis, and systems analysis. A minimum of five years of experience is required in the following: demonstrated experience in managing electronic engineering projects and experience in systems analysis and design. Has 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.

Functional Responsibility

Applies engineering disciplines for the planning, analysis, and design of electronic systems. Develops appropriate techniques and methodologies for problem solutions. Provides technical guidance in engineering techniques.

Education

B.S./B.A.

C6—Communications Network Specialist**General Experience**

Must have at least five years of experience in telecommunications, of which at least three have a strong emphasis in network design, traffic engineering, equipment vendors, and carriers.

Functional Responsibility

Under general direction, assists in the planning, design, and implementation of communications networks. Primarily responsible for the assessment and optimization of network design through review and assessment of user needs. Conducts feasibility studies for large projects, develops requests for proposal, evaluates vendor products, and makes recommendations on selection. May function as lead position, providing guidance and training to less experienced analysts.

Education

BS/BA

C7— This Number Reserved**C8—Communications Software Specialist****General Experience**

Must have at least four years of experience in telecommunications programming. Requires strong knowledge of communication protocols, hardware, and real-time operating system programming. Requires a high level of proficiency in one or more programming languages.

Functional Responsibility

Under general direction, develops telecommunications software solutions to address user needs. Works with users to define needs. Designs, develops, and tests complex communications software interface programs. Primary responsibilities typically include technical feasibility studies and project design phases. May serve as project leader for lower level programmers.

Education

B.S./B.A.

C9—Network Systems Engineer**General Experience**

Must have at least six years of directly related experience in all phases of systems engineering. Requires advanced knowledge of the principles, methods, and techniques used in the engineering, application, and development of multiple operating systems.

Functional Responsibility

Analyzes computer software and hardware requirements to provide integration and implementation support through the design and development of new systems at a highly technical level. Ensures that system are functioning according to design specifications. Analyzes and documents users' functional and data requirements. Develops site survey instruments to gather detailed user requirements and business process analysis data. Conducts functional user interviews to document functional, system, customization, and data requirements and data sources. Determines data requirements for internal processes and external interfaces. Develops new systems or tailors commercial products to meet user requirements. Maps existing data structures and migrates legacy data to the new or tailored systems. Develops and conducts tests to ensure systems meets documented user requirements. Develops documentation to describe system requirements and use. Provides technical support and diagnoses and

resolves system problems. Maintains current knowledge of relevant hardware and software applications, as assigned. May serve as a technical task or project leader.

Education

B.S./B.A.

C10—Network System Administrator

General Experience

Must have at least five years of directly related experience in network administration and support. Requires thorough knowledge of the principles, methods, and techniques used in network administration and support. Must have thorough knowledge of modems, data scopes, patch panels, concentrators, associated terminals, and network management software.

Functional Responsibility

Provides local and wide area network (WAN) administration services. Assists with the design of network layout and provides technical support and troubleshooting. May serve as technical team or task lead. Administers and maintains multiple local or wide area network file servers, desktops, cable plants, and hubs. Administers and maintains WANs, including routers. Installs and configures network peripheral devices. Installs and configures software applications on networks. Administers network security. Performs backups and restorations of users' and systems files. Manages network resources, including allocating and assigning disk space and privileges. Assists with evaluating and recommending the purchase of new hardware and software. Coordinates with vendors. May perform database administration.

Education

B.S./B.A.

C11— This Number Reserved

C12— This Number Reserved

Equivalency Relationships

- Four years of experience (in addition to minimum experience requirements) may be substituted for a Bachelor's degree.
- Two years of experience (in addition to minimum experience requirements and a Bachelor's degree) may be substituted for a Master's degree.
- Two years of experience (in addition to minimum experience requirements and a Master's degree) may be substituted for a Ph.D.
- For categories where Bachelor's degrees are required, a Master's degree may be substituted for two years of experience, or a doctoral degree may be substituted for three years of experience.
- Certifications and unique experience in specialized or emerging technologies may be substituted for one year of experience.

AIMS SINS 541-1, 541-2, 541-4B, 541-4C, 541-5

Labor Category Descriptions

**AIMS SINS 541-1, 541-2, 541-4B, 541-4C, 541-5
LABOR CATEGORIES, EDUCATION AND YEARS OF EXPERIENCE**

<u>Labor Categories</u>	<u>Education</u>	<u>Years Experience</u>	<u>Denotes * Non-Exempt</u>
Sr. Consultant, Level III	MA/MS	15	
Sr. Consultant, Level II	BA/BS	12	
Sr. Consultant, Level I	BA/BS	10	
Consultant, Level III	BA/BS	8	
Consultant, Level II	BA/BS	5	
Consultant, Level I	BA/BS	3	
Sr. Program Manager	BA/BS	10	
Program Manager	BA/BS	7	
Sr. Project Manager/Task Leader	BA/BS	8	
Project Manager/Task Leader	BA/BS	5	
Production/Operations Manager	BA/BS	5	
Production/Operations Specialist	BA/BS	3	
Sr. Communications Products Specialist	BA/BS	8	
Communications Products Specialist	BA/BS	5	
Jr. Communications Products Specialist	BA/BS	3	
Sr. Programmer	BA/BS	8	
Programmer	BA/BS	3	
Sr. Webmaster/Web Application Developer	BA/BS	8	
Webmaster/Web Application Developer	BA/BS	4	
Jr. Webmaster/Web Application Developer	BA/BS	2	
Sr. Data Management Specialist	BA/BS	8	
Data Management Specialist	BA/BS	3	
Jr. Data Management Specialist	BA/BS	1	
Documentation Specialist	AA/AS	8	
Sr. Copy Writer/Editor	BA/BS	5	
Copy Writer/Editor	BA/BS	2	
Technical Writer	AA/AS	3	*
Sr. Exhibit Designer/Specialist	BA/BS	8	
Exhibit Designer/Specialist	AA/AS	3	*
Jr. Exhibit Designer/Specialist	AA/AS	0	*
Sr. Marketing/Media Specialist	BA/BS	8	
Marketing/Media Specialist	BA/BS	5	
Public Relations Specialist	BA/BS	5	
Jr. Public Relations Specialist	BA/BS	0	
Sr. Audiovisual Production Specialist	AA/AS	8	
Sr. Research/Production Specialist	BA/BS	8	
Research/Production Specialist	BA/BS	3	
Jr. Research/Production Specialist	BA/BS	1	
Videographer/Editor	AA/AS	0	
Sr. Conference/Trade Show/Event Planner	BA/BS	5	
Conference/Trade Show/Event Planner	AA/AS	3	
Sr. Graphic Design Specialist	BA/BS	8	
Graphic Design Specialist	AA/AS	3	*
Jr. Graphic Design Specialist	AA/AS	0	*
Sr. Administrative Assistant	AA/AS	5	*
Administrative Assistant	AA/AS	2	*
Word Processor	HS	0	*

Education/Experience Substitutions

The following presents the allowable substitutions based on education and experience:

Two (2) years' experience (in addition to minimum requirements and a high school diploma) may be substituted for an Associate's degree.

Four (4) years' experience (in addition to minimum experience requirements) may be substituted for a Bachelor's degree.

Two (2) years' experience (in addition to minimum experience requirements and Bachelor's degree) may be substituted for a Master's degree.

Two (2) years' experience (in addition to minimum requirements and Master's degree) may be substituted for a Ph.D.

For categories where a Bachelor's degree is required, a Master's degree may be substituted for two (2) years' experience; or a doctoral degree may be substituted for three (3) years' experience.

**AIMS SINS 541-1, 541-2, 541-4B, 541-4C, 541-5
LABOR CATEGORY DESCRIPTIONS**

Senior Consultant Level III:

Minimum/General Experience:

This position requires at least 15 years' experience. Also requires advanced knowledge of specific area of current technology, as required. May also require advanced knowledge of the principles, methods, and techniques used in area of technical expertise and advanced knowledge of or certification in specific applications or processes depending on job assignment.

Functional Responsibilities:

Performs highly specialized and technical tasks associated with the most current and cutting-edge technologies. Serves as a technical consultant to a project or a number of projects dealing with area of technical expertise. Maintains current knowledge of relevant hardware and software applications and technologies in area of expertise as assigned; generally recognized as a leader in the industry in their area of expertise; is sought out by others in their area of expertise for advice and guidance; viewed as a strategic player with insights into industry developments.

Senior Consultant Level II:

Minimum/General Experience:

This position requires at least 12 years' experience. Also requires advanced knowledge of specific area of current technology, as required. May also require advanced knowledge of the principles, methods, and techniques used in area of technical expertise and advanced knowledge of or certification in specific applications or processes depending on job assignment.

Functional Responsibilities:

Performs highly specialized and technical tasks associated with the most current and cutting-edge technologies. Serves as a technical consultant to a project or a number of projects dealing with area of technical expertise. Maintains current knowledge of relevant hardware and software applications and technologies in area of expertise as assigned; is sought out by others in their area of expertise for advice and guidance.

Senior Consultant Level I:

Minimum/General Experience:

This position requires at least 10 years' experience as well as advanced knowledge of specific area of current technology as required. May also require advanced knowledge of the principles, methods, and techniques used in area of technical expertise and advanced knowledge of or certification in specific applications or processes depending on job assignment.

Functional Responsibilities:

Analyzes user needs to determine functional requirements for a wide variety of projects; performs technical assessments aimed at improving client systems; performs functional allocations to identify tasks and their inter-relationships; researches, identifies, and recommends resources required for task execution and completion; performs functional modeling based on requirements analysis; develops new systems or updates existing systems to meet client needs. Also serves as technical expert/technical advisor to clients in assigned subject areas; recommends functional changes and identifies areas for further investigation; generates recommendations to senior level client personnel; consults with clients to determine optimum design for assigned projects; develops strategies and pursues opportunities for leveraging project funding sources. Identifies emergent relevant technologies that may result in improvements to current processes. Maintains current knowledge of relevant hardware and software applications and technologies in area of expertise as assigned.

Consultant Level III:Minimum/General Experience:

This position requires at least 8 years' experience as well as advanced knowledge of specific area of current technology as required. May also require advanced knowledge of the principles, methods, and techniques used in area of technical expertise and advanced knowledge of or certification in specific applications or processes depending on job assignment.

Functional Responsibilities:

Analyzes user needs to determine functional requirements for a wide variety of projects; performs technical assessments aimed at improving client systems; performs functional allocations to identify tasks and their inter-relationships; researches, identifies, and recommends resources required for task execution and completion; performs functional modeling based on requirements analysis; develops new systems or updates existing systems to meet client needs. Also serves as technical expert/technical advisor to clients in assigned subject areas; recommends functional changes, and identifies areas for further investigation; generates recommendations to senior level client personnel; consults with clients to determine optimum design for assigned projects; develops strategies and pursues opportunities for leveraging project funding sources. Identifies emergent relevant technologies that may result in improvements to current processes. Maintains current knowledge of relevant hardware and software applications and technologies in area of expertise as assigned.

Consultant Level II:Minimum/General Experience:

This position requires at least 5 years' experience as well as advanced knowledge of specific area of current technology as required. May also require advanced knowledge of the principles, methods, and techniques used in area of technical expertise and advanced knowledge of or certification in specific applications or processes depending on job assignment.

Functional Responsibilities:

Analyzes user needs to determine functional requirements for a wide variety of projects; performs functional allocations to identify tasks and their inter-relationships; researches, identifies, and recommends resources required for task execution and completion; performs functional modeling based on requirements analysis. Also serves as technical advisor to clients in assigned subject areas, recommends functional changes, and identifies areas for further investigation; consults with clients to determine optimum design for assigned projects; develops new systems or updates existing systems to meet client needs and identifies emergent relevant technologies that may result in improvements to current processes. Writes and updates project documentation including system procedures, presentations, and training materials; conducts functional testing of various systems. Maintains current knowledge of relevant technologies in area of expertise as assigned.

Consultant Level 1:Minimum/General Experience:

This position requires at least 3 years' experience as well as advanced knowledge of specific area of current technology as required. May also require advanced knowledge of the principles, methods, and techniques used in area of technical expertise and advanced knowledge of or certification in specific applications or processes depending on job assignment.

Functional Responsibilities:

Analyzes user needs to determine functional requirements for a wide variety of projects; performs functional allocations to identify tasks and their inter-relationships; researches, identifies, and assists in the formulation of recommendations about resources required for task execution and completion. Assists with the development of new systems or updates to existing systems to meet client needs and identifies and recommends emergent relevant technologies that may result in improvements to current processes. Writes and updates project documentation including system procedures and training materials; conducts functional testing of various systems. Maintains current knowledge of relevant technologies and subject areas.

Senior Program Manager:Minimum/General Experience:

This position requires at least 10 years' experience including 5 years of supervisory experience. Also requires the ability to manage and ensure the successful completion of multiple technical tasks in assigned program(s); advanced knowledge of the principles, methods, and practices associated with area of technical expertise and thorough knowledge of relevant government regulations and standards.

Functional Responsibilities:

Manages and is responsible for the successful completion of all tasks in assigned program area including technical work, staff, and budget and financial activities; supervises assigned technical and administrative staff, including subordinate managers; directs daily staff and task activities to meet client objectives. Assures quality of task products, services, and deliverables, including participating in reviews, audits, and site visits; researches and verifies data in monthly status reports including balances, costs, funding, and cost management. Coordinates and monitors subcontractor and consultant activities and administers subcontractor deliverables and finances. Develops, reviews, and approves plans, schedules, and other technical documents. Also prepares and provides various reports and technical reviews to management as requested. Serves as a liaison with clients to coordinate activities, negotiate tasks, and solve problems. Ensures compliance with relevant corporate and government policies and standards and maintains all necessary documentation related to assigned tasks and projects.

Program Manager:Minimum/General Experience:

This position requires at least 7 years' experience including 2 years of supervisory experience. Also requires the ability to manage and ensure the successful completion of multiple technical tasks in assigned program(s); advanced knowledge of the principles, methods, and practices associated with area of technical expertise and thorough knowledge of relevant government regulations and standards.

Functional Responsibilities:

Manages and is responsible for the successful completion of all tasks in assigned program area including technical work, staff, and budget and financial activities. May supervise assigned technical and administrative staff, including subordinate managers; directs daily staff and task activities to meet client and corporate work objectives. Assures quality of task products, services, and deliverables, including participating in reviews, audits, and site visits; researches and verifies data in monthly status reports including balances, costs, funding, and cost management. Coordinates and monitors subcontractor and consultant activities and administers subcontractor deliverables and finances. Develops, reviews, and approves plans, schedules, and other technical documents. Also prepares and provides various reports and technical reviews to management as requested. Serves as a liaison with clients to coordinate activities, negotiate tasks, and solve problems. Ensures compliance with relevant corporate and government policies and standards and maintains all necessary documentation related to assigned tasks and projects.

Senior Project Manager/Task Leader:Minimum/General Experience:

This position requires at least 8 years' experience. Also requires knowledge of the principles, methods, and techniques used in project management and advanced knowledge of the principles, methods, and techniques used in area of technical expertise. Must have the ability to schedule, supervise, coordinate, and monitor the work of others and be able to manage multiple tasks within assigned projects.

Functional Responsibilities:

Manages task performance and ensures that tasks under assigned projects are completed to the satisfaction of the client; performs technical task work in area of expertise. Schedules, coordinates, directs, monitors, and reviews activities of staff to ensure quality deliverables as

assigned; reviews project technical status and coordinates on decisions to achieve project goals; reviews future project requirements and develops strategies for future work. Performs contract administration duties such as preparation of monthly status report, budget development, and task projections and performs financial reviews and analysis. Interacts with clients on a regular basis to determine customer requirements, program workload, project status, etc. Interacts with vendors, subcontractors, other agencies, and other client staff on behalf of the client; ensures quality assurance of project deliverables. Provides subject matter expertise for assigned areas and maintains current knowledge of relevant hardware and software applications and technologies in area of expertise as assigned.

Project Manager/Task Leader:

Minimum/General Experience:

This position requires at least 5 years' experience. Also requires knowledge of the principles, methods, and techniques used in project management and knowledge of the principles, methods, and techniques used in area of technical expertise. Must have the ability to schedule, supervise, coordinate, and monitor the work of others and be able to manage multiple tasks within assigned projects.

Functional Responsibilities:

Provides technical and managerial leadership to assigned tasks, including contract and subcontractor management, writing project status reports, and personnel and task management. Performs high-level technical services on assigned tasks as well as contract administration duties such as reporting, budgeting, and task projections. Schedules and directs activities of staff to ensure quality deliverables; conducts planning and provides recommendations to client on task workload; attends customer meetings and may serve as primary client liaison; interacts with vendors, other agencies, and other client staff on behalf of the client. Coordinates development of deliverables and products and ensures quality assurance of project deliverables. Leads the design and development of systems, applications, and/or databases; performs systems analysis and makes recommendation for purchases of new equipment. Provides technical subject matter expertise in assigned functional area and trains end users in various technologies. Maintains current knowledge of relevant technologies as assigned.

Production Operations Manager:

Minimum/General Experience:

This position requires at least 5 years' experience. Also requires knowledge of the principles, methods, and techniques used in operations management.

Functional Responsibilities:

Creates, implements, directs and manages daily operations and budget in accordance with established project plan and in compliance with customer requirements. Provides technical and managerial operations leadership to assigned tasks. Performs high-level technical services on assigned tasks. Conducts planning and provides recommendations to client on task workload; attends customer meetings and may serve as primary client liaison. Responsible for maintaining current status of ongoing programs, capturing all data and current project status, preparing information briefings, and developing current standard operating procedures. Leads the design and development of systems, applications, and/or databases; performs systems analysis and makes recommendation for purchases of new equipment. Provides technical subject matter expertise in assigned functional area and trains end users in various technologies. Maintains current knowledge of relevant technologies as assigned.

Production Operations Specialist:Minimum/General Experience:

This position requires at least 3 years' experience. Also requires demonstrated effective organizational skills as well as knowledge of pertinent software applications and program requirements.

Functional Responsibilities:

Assists in implementing and managing daily operations and budget in accordance with established project plan and in compliance with customer requirements. Collects and evaluates data for monitoring development and life cycle requirements of various programs and systems; creates program cost estimates to support program cost/schedule/technique audits or to generate budget submissions. Manages program staff; prepares management plans, budgets, and schedules. Uses and develops CPM and PERT evaluation techniques; uses computer programs and models to track program data. Maintains contact with customer to ensure conformance to customer requirements.

Senior Communications Products Specialist:Minimum/General Experience:

This position requires at least 8 years' experience. Must have ability to communicate via interpersonal contact and presentation format. Also requires advanced knowledge of current technology, principles, methods, techniques, work processes, and applicable regulations.

Functional Responsibilities:

Determines communications requirements to create a variety of communication campaigns. Analyzes user needs to determine requirements for a wide variety of projects. Performs technical assessments aimed at improving client systems; researches, identifies, and recommends resources required for task execution and completion. Serves as technical advisor to clients in assigned subject areas; generates recommendations in the form of technical briefings, reports, and other major documents provided to senior level client personnel. Consults with clients and staff to determine optimum design for assigned projects. Identifies emergent relevant technologies that may result in improvements to current processes. Writes and updates project documentation including system procedures, presentations, and training materials. Serves as primary client liaison and coordinates with vendors, government personnel, and technical experts; may provide supervision and work leadership to support staff and serve as technical team or task lead.

Communications Products Specialist:Minimum/General Experience:

This position requires at least 5 years' experience. Must have ability to communicate via interpersonal contact and presentation format. Also requires knowledge of current technology, principles, methods, techniques, work processes, and applicable regulations.

Functional Responsibilities:

Determines communications requirements to create a variety of communication campaigns. Analyzes user needs to determine requirements for a wide variety of projects. Performs technical assessments aimed at improving client systems; researches, identifies, and recommends resources required for task execution and completion. May serve as technical advisor to clients in assigned subject areas; generates recommendations in the form of technical briefings, reports, and other major documents provided to senior level client personnel. Assists in consulting with clients and staff to determine optimum design for assigned projects; identifies emergent relevant technologies that may result in improvements to current processes. Writes and updates project documentation including system procedures, presentations, and training materials. May serve as a client liaison and coordinates with vendors, government personnel, and technical experts; may provide supervision and work leadership to support staff.

Junior Communications Products Specialist:Minimum/General Experience:

This position requires at least 3 years' experience. Must have ability to communicate via interpersonal contact and presentation format. Also requires knowledge of current technology, principles, methods, techniques, work processes, and applicable regulations.

Functional Responsibilities:

Assists in determining communications requirements to create a variety of communication campaigns. Analyzes user needs to determine requirements for a wide variety of projects. Assists in performing technical assessments aimed at improving client systems; researches, identifies, and recommends resources required for task execution and completion; assists in generating recommendations in the form of technical briefings, reports, and other major documents provided to senior level client personnel; assists in consulting with clients and staff to determine optimum design for assigned projects; identifies emergent relevant technologies that may result in improvements to current processes. May assist in writing and updating project documentation including system procedures, presentations, and training materials.

Senior Programmer:Minimum/General Experience:

This position requires at least 8 years' experience. Also requires expert knowledge of the principles, practices, and procedures used in all phases of software and database development, programming, engineering, and analysis. Knowledge of or certification in one or more specific applications or processes may be required, depending on job assignment. Also requires knowledge of Web and RDBMS technologies.

Functional Responsibilities:

Participates in all phases of software development, including system design, analysis, architecture, and engineering; plans and directs the development of major programming projects and the installation of systems; programs, designs, analyzes, codes, implements, and tests software applications, modules, and databases in various languages, including those associated with scientific, technical, or engineering problems; performs process analyses in order to recommend improvements; performs system, network, and/or database administration, analysis, design, implementation, and testing. Analyzes and documents client needs and requirements; provides technical support including providing technical solutions and training; writes, modifies, and maintains software documentation and specifications. Performs a variety of testing for computer operating and/or network systems and data and technical analysis and information engineering. Installs, configures, and troubleshoots various hardware and software platforms. Participates in meetings and design reviews to ensure client needs are met; prepares reports on analyses, findings, and project progress. May supervise and direct the work of lower-level analysts. Performs technical research on emerging technologies to determine impacts on application execution. May serve as a technical task or team lead.

Programmer:Minimum/General Experience:

This position requires at least 3 years' experience. Also requires thorough knowledge of the principles, practices, and procedures used in all phases of software and database development, programming, engineering, and analysis. Knowledge of or certification in one or more specific applications or processes may be required, depending on job assignment. Also requires knowledge of Web and RDBMS technologies.

Functional Responsibilities:

Programs, designs, analyzes, codes, implements, and tests software applications and modules in various languages, including business software systems and applications; provides network support including providing technical solutions and training; writes, modifies, and maintains software documentation and specifications. Performs integration testing and support of various

computer operating and/or network systems; installs, configures, and troubleshoots various hardware and software platforms; analyzes and documents client needs and requirements. Develops product documentation to describe system requirements and use; participates in meetings to ensure client needs are met; prepares reports on analyses, findings, and project progress; performs technical research on emerging technologies to determine impacts on application execution. May train other programmer/analysts.

Senior Webmaster/Web Application Developer:

Minimum/General Experience:

This position requires at least 8 years' experience. Also requires knowledge of the principles, methods, and techniques used in Web development; demonstrated expertise in various Web technologies, security (firewalls/encryption products), Web servers, browsers and various third party tools for integrating Web applications with databases and legacy systems. Must have in-depth knowledge of at least one industry-leading database environment.

Functional Responsibilities:

Designs and develops well-integrated and cost-effective solutions for internal and external Webs; works closely with client project managers and technical leaders to understand customers' business objectives and systems requirements. Designs and develops Web infrastructures; designs and implements an intranet strategy for authorization of users to access controlled components; designs relational databases to perform well logically and physically for decision support. Coordinates enhancements and maintenance of Web systems and sites; reviews business requests for information access and usage; provides recommendations for server operating systems, hardware requirements and encryption standards for communications to and from secure servers. Provides technical advice and expertise to Webmasters and Web developers in the installation, acceptance testing, and evaluation of newly released and beta software. May serve as a functional/technical team or task lead.

Webmaster/Web Application Developer:

Minimum/General Experience:

This position requires at least 4 years' experience. Also requires knowledge of the principles, methods, and techniques used in Web development plus experience using various Web technologies, security (firewalls/encryption products), Web servers, browsers and various third party tools for integrating Web applications with databases and legacy systems.

Functional Responsibilities:

Provides application development and technical support for internal and external Webs; develops Web pages; collaborates with graphic artists to develop Web page graphics that support interactive, marketing-focused content. Provides technical consultation in new systems development, new package evaluations and enhancements of existing systems; prepares functional specifications from which programs will be written, then designs, codes, tests, debugs and documents programs. Participates in the technical design, development, testing, implementation and maintenance of Web site enhancements; plans, schedules and conducts systems tests, monitors test results, and takes appropriate corrective action. May prepare technical user guides.

Junior Webmaster/Web Application Developer:

Minimum/General Experience:

This position requires at least 2 years' experience. Also requires knowledge of the principles, methods, and techniques used in Web design and understanding of web-based technologies and design-related applications.

Functional Responsibilities:

Designs and builds Web pages using a variety of graphics software applications, techniques, and tools; designs and develops user-interface features, site animation, and special-effects elements.

Designs the Website to support the organization/customer's strategies and goals relative to external communications; contributes to the web design group's efforts to specify, improve, and implement the look, feel, and function of online projects; interfaces directly with customers, users, graphic artists, and Web software developers.

Senior Data Management Specialist:

Minimum/General Experience:

This position requires at least 8 years' experience. Also requires advanced technical knowledge of the principles, methods, techniques, work processes, and applicable regulations in assigned subject-matter area(s). May require advanced knowledge of relevant hardware, software, RDBMS technologies and computer equipment.

Functional Responsibilities:

Analyzes user needs to determine requirements for a wide variety of projects. Provides highly technical expertise in the use of RDBMS. Evaluates and recommends available products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user requirements; researches, identifies, and assists in the formulation of recommendations about resources required for task execution and completion; identifies and recommends emergent relevant technologies that may result in improvements to current processes. Writes and updates project documentation including system procedures and training materials; conducts functional testing of various systems.

Data Management Specialist:

Minimum/General Experience:

This position requires at least 3 years' experience. Also requires technical knowledge of the principles, methods, techniques, work processes, and applicable regulations in assigned subject-matter area(s). May require knowledge of relevant hardware, software, RDBMS technologies and computer equipment.

Functional Responsibilities:

Analyzes user needs to determine requirements for a wide variety of projects. Provides technical expertise in the use of RDBMS. Evaluates and recommends available products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user requirements; researches, identifies, and assists in the formulation of recommendations about resources required for task execution and completion; identifies and recommends emergent relevant technologies that may result in improvements to current processes. Writes and updates project documentation including system procedures and training materials. Conducts functional testing of various systems.

Junior Data Management Specialist:

Minimum/General Experience:

This position requires at least 1 year of experience. Also requires some knowledge of the principles, methods, techniques, work processes, and applicable regulations in assigned subject-matter area(s). May require knowledge of relevant hardware, software, RDBMS technologies and computer equipment.

Functional Responsibilities:

Assists in analyzing user needs to determine requirements for a wide variety of projects; provides assistance in the use of RDBMS. Helps to evaluate and recommend available products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user requirements; researches, identifies, and assists in the formulation of recommendations about resources required for task execution and completion; assists in identifying and recommending emergent relevant technologies that may result in improvements to

current processes. Writes and updates project documentation including system procedures and training materials. Assists in conducting functional testing of various systems.

Documentation Specialist:

Minimum/General Experience:

This position requires at least 8 years' experience. Also requires thorough knowledge of the principles and practices of technical research, writing, and editing, as well as knowledge of word-processing, desktop publishing, and Web applications and computer equipment as required.

Must have the ability to understand and convey technical concepts.

Functional Responsibilities:

Collects and organizes information required for preparation of manuals, training materials, installation guides, and reports at a complex level; researches and learns the assigned system. Interviews key personnel; writes materials; performs detailed edits of contract deliverables, proposals, brochures, press releases, and other materials to ensure technical accuracy, consistency, and adherence to specified content and format. Participates in the writing, design, and development of marketing brochures, advertisements, news releases, feature articles, conference programs and proceedings, public relations announcements, newsletters, and other materials. Designs, develops, produces, maintains, and manages client web sites as assigned; rewrites technical materials and coordinates with technical personnel to ensure accuracy. Creates multi-media presentation materials, including slides. Participates in the coordination of, and attends, various conferences and meetings.

Senior Copy Writer/Editor:

Minimum/General Experience:

This position requires at least 5 years' experience. Also requires knowledge of the principles and practices of technical research, writing, and editing, as well as knowledge of word-processing and desktop publishing applications and computer equipment as required.

Functional Responsibilities:

Develops, directs, and manages the editorial aspects of communications programs. Works closely with the client and strategic planners to define communications objectives and to ensure requirements are achieved. Creates a wide variety of written materials to promote public understanding of client programs and products; integrates risk-communications techniques to determine content, tone, and manner of communication. Develops concepts and writes copy for newsletters, press releases, brochures, TV and radio announcements, direct mail pieces, print ads, external print outlets and online delivery including web-site content. Applies writing principles consistent with the product; evaluates and edits copy as required. Conducts periodic trends analysis to determine audience feedback and evaluate effectiveness of the communications campaign. May supervise and direct the work of others.

Copy Writer/Editor:

Minimum/General Experience:

This position requires at least 2 years' experience. Also requires knowledge of the principles and practices of technical research, writing, and editing, as well as knowledge of word-processing and desktop publishing applications and computer equipment as required.

Functional Responsibilities:

Determines requirements and creates copy for communications programs. Develops concepts and writes copy for newsletters, press releases, brochures, TV and radio announcements, direct mail pieces, print ads, external print outlets and online delivery including web-site content. Works closely with strategic planners to produce a variety of communications materials. Integrates technical details with creative vision to write accurate and distinctive copy; applies writing principles consistent with the product; edits copy as required. Responsible for copy development from the conceptual stage through product completion.

Technical Writer:Minimum/General Experience:

This position requires at least 3 years' experience. Also requires knowledge of the principles and practices of technical research, writing, and editing, as well as knowledge of word-processing and desktop publishing applications and computer equipment as required.

Functional Responsibilities:

Writes and develops technical materials including, for example, manuals, training materials, installation guides, and reports. Reviews contract deliverables for proper grammar, punctuation, spelling, and technical comprehension; proofreads material prepared by other technical writers or editors. Provides support to the creation of brochures, convention-style displays, illustrations, videos, multi-media presentation materials, including slides; studies blueprints, drawings, specifications and product samples to delineate technology, operating procedures and production/assembly sequences.

Senior Exhibit Designer/Specialist:Minimum/General Experience:

This position requires at least 8 years' experience. Also requires knowledge of the principles, methods, and techniques used in the preparation of graphics/display/exhibit materials. Must have in-depth knowledge of graphics software programs.

Functional Responsibilities:

Creates and manage schedules and budgets for major exhibit projects. Acts as a lead for project teams for exhibits. Performs high-level computer graphic design activities to produce brochures, briefings, displays, and exhibits. Involved in all aspects of projects from conceptualization and development to final presentation; may act as a technical consultant on matters of design and composition. Uses a broad range of graphics production software and equipment; exercises creative judgment and originality by translating needs into graphics capabilities. Develops and maintains project documents including schedules, budgets, cost estimates and time-tracking systems. May direct delivery, set-up and removal of equipment for events.

Exhibit Designer/Specialist:Minimum/General Experience:

This position requires at least 3 years' experience. Also requires knowledge of the principles, methods, and techniques used in the preparation of graphics/display/exhibit materials. Must have knowledge of graphics software programs.

Functional Responsibilities:

Acts as a team member for project teams for exhibits. Performs high-level computer graphic design activities to produce brochures, briefings, displays, and exhibits. Involved in most aspects of projects from conceptualization and development to final presentation. Uses a broad range of graphics production software and equipment; helps to translate needs into graphics capabilities. Supports the delivery, set-up and removal of equipment for events.

Junior Exhibit Designer/Specialist:Minimum/General Experience:

This position requires no experience or up to 2 years' experience. Also requires knowledge of the principles, methods, and techniques used in the preparation of graphics/display/exhibit materials. Must have knowledge of graphics software programs.

Functional Responsibilities:

Acts as a team member for project teams for exhibits. Performs computer graphic design activities to produce brochures, briefings, displays, and exhibits. Involved in most aspects of

projects from conceptualization and development to final presentation. Uses a broad range of graphics production software and equipment; helps to translate needs into graphics capabilities. Supports the delivery, set-up and removal of equipment for events.

Senior Marketing Media Specialist:

Minimum/General Experience:

This position requires at least 8 years' experience. Also requires knowledge of the practices, procedures, and processes of marketing and communications and relevant computer software. Must possess strong creative writing skills.

Functional Responsibilities:

Develops and controls the content and production of materials/communications, including but not limited to, press releases, articles, brochures, and presentation materials. Plans marketing programs, events and conferences for clients. Researches media markets as necessary; recommends marketing/communications strategies and establishes publicity and promotion tactics. Directs the maintenance and improvement of client Web sites and develops new features for using Web technology. Coordinates with the appropriate subject matter expert(s) the review and development of proposed communications; acts as an advisor to clients on issues dealing with marketing/communication. May supervise and direct the work of lower level personnel.

Marketing Media Specialist:

Minimum/General Experience:

This position requires at least 5 years' experience. Also requires knowledge of the practices, procedures, and processes of marketing and communications and relevant computer software. Must possess strong creative writing skills.

Functional Responsibilities:

Develops the content and production of materials/communications, including but not limited to, press releases, articles, brochures, and presentation materials. Plans marketing programs, events and conferences for clients. Researches media markets as necessary; recommends marketing/communications strategies and establishes publicity and promotion tactics. Directs the maintenance and improvement of client Web sites and develops new features for using Web technology. Coordinates with the appropriate subject matter expert(s), the review and development of proposed communications; acts as an advisor to clients on issues dealing with marketing/communication.

Public Relations Specialist:

Minimum/General Experience:

This position requires at least 5 years' experience. Also must have excellent communication skills and be familiar with traditional media marketing as well as online/internet marketing.

Functional Responsibilities:

Plans and coordinates public relation events and activities to support the mission, objectives, and goals of the client's organization; plans, prepares and disseminates publicity concerning the client's organization through newspapers, periodicals, and audio and visual communications media, including the Internet; develops and implements public relations and communications plans. Accomplishes assigned duties through written communications, speeches and personal contact. Performs assignments in specialized areas of public relations activities such as press, radio, and TV relations, trade-show public relations and community relations. Also coordinates with other ongoing public relations.

Junior Public Relations Specialist:

Minimum/General Experience:

This position requires no experience or up to 5 years' experience. Also must have strong communication skills and be familiar with traditional media marketing as well as online/internet marketing.

Functional Responsibilities:

Supports the planning and coordination of public relation events and activities to support the mission, objectives, and goals of the client's organization; plans, prepares and disseminates publicity concerning the client's organization through newspapers, periodicals, and audio and visual communications media, including the Internet. Assists in the development and implementation of public relations and communications plans. Accomplishes assigned duties through written communications, speeches and personal contact. Performs assignments in specialized areas of public relations activities such as press, radio, and TV relations, trade-show public relations and community relations.

Senior Audiovisual Production Specialist:

Minimum/General Experience:

This position requires at least 8 years' experience. Must be familiar with audiovisual equipment and a variety of production software and products.

Functional Responsibilities:

Supports audio-visual productions by working with producers and directors on the design, installation, and positioning of sets and props; evaluates material and advises speakers and presenters on media alternatives and equipment. May create multimedia productions and supervise the organization and maintenance of a tape library. Supervises the delivery of audio-visual equipment for events, as well as equipment repair and the troubleshooting of equipment problems. Advises those planning audiovisual programs on technical problems, such as acoustics, lighting and program contents; also advises in planning and layout of physical facilities for audiovisual services. May supervise and train personnel in operation and maintenance of audiovisual equipment.

Senior Research/Production Specialist:

Minimum/General Experience:

This position requires at least 8 years' experience. Should have expert knowledge of market research principles and statistical testing and possess analytical thinking skills; experience with on-line sources and search tools and report writing.

Functional Responsibilities:

Analyzes user needs and performs research and functional analysis on a variety of projects at a highly technical level. Executes and delivers value-added research to determine content and placement of client product or message in print and electronic media. Researches, identifies, and formulates recommendations about resources required for task execution and completion; maintains current production status. Conducts focus groups and customer surveys; identifies and recommends emergent relevant technologies that may result in improvements to current processes; presents recommendations to clients. Maintains current knowledge of relevant technologies. May have supervisory responsibility.

Research/Production Specialist:

Minimum/General Experience:

This position requires at least 3 years' experience. Should have thorough knowledge of market research principles and statistical testing and possess analytical thinking skills; experience with on-line sources and search tools and report writing.

Functional Responsibilities:

Analyzes user needs and performs research and functional analysis on a variety of projects at a highly technical level. Executes and delivers value-added research to determine content and placement of client product or message in print and electronic media. Researches, identifies, and assists in the formulation of recommendations about resources required for task execution and completion; maintains current production status. Conducts focus groups and customer surveys; identifies and recommends emergent relevant technologies that may result in improvements to current processes; presents recommendations to clients. Maintains current knowledge of relevant technologies.

Junior Research/Production Specialist:

Minimum/General Experience:

This position requires at least 1 year of experience. Should have knowledge of market research principles and statistical testing and possess analytical thinking skills; experience with on-line sources and search tools and report writing.

Functional Responsibilities:

Assists in analyzing user needs and performing research and functional analysis on a variety of projects. Assists in the execution and delivery of value-added research to determine content and placement of client product or message in print and electronic media. Researches, identifies, and assists in the formulation of recommendations about resources required for task execution and completion; maintains current production status. Helps to conduct focus groups and customer surveys; identifies and recommends emergent relevant technologies that may result in improvements to current processes. Maintains current knowledge of relevant technologies.

Videographer/Editor:

Minimum/General Experience:

This position requires no experience. Should have knowledge of the principles, methods, and techniques used in all phases of video production as well as knowledge of cameras, editing, and duplicating equipment as required.

Functional Responsibilities:

Sets up and operates video cameras and related audio, lighting and recording equipment used in instructional systems and incorporating interactive video disk technology; performs off-line video editing. Advises producer/director regarding shot composition and assists in post production shot selection; accomplishes off-line video narrative, editing, special effects and animation along with quality control of off-line video tape. May develop computer graphics.

Senior Conference/Trade Show/Event Planner:

Minimum/General Experience:

This position requires at least 5 years' experience. Also requires a thorough knowledge of the procedures used to coordinate and oversee conferences, the ability to oversee multiple activities at conference site, and the ability to supervise and direct the work of assigned staff.

Functional Responsibilities:

Coordinates with the client to determine specific goals and objectives in planning conferences/trade shows/events. Manages personnel assigned to the task, including providing supervision and work leadership. Prepares event budget and tracks conference spending. Markets facilitation package; locates site; plans and coordinates and speakers, materials, vendors, points of contact on-site, equipment, meals, etc. Oversees all event activities on-site, ensuring adequate staff support for each. Contacts attendees and sends all necessary conference materials. Coordinates with other departments, including graphics, to design and prepare event materials including name badges, certificates, etc. Provides status to the client.

Conference/Trade Show/Event Planner:

Minimum/General Experience:

This position requires at least 3 years' experience. Also requires thorough knowledge of the procedures used to coordinate and oversee conferences.

Functional Responsibilities:

Coordinates with the client to determine specific goals and objectives in planning conferences/trade shows/events. Prepares event budget and tracks conference spending. Markets facilitation package; locates site; plans and coordinates and speakers, materials, vendors, points of contact on-site, equipment, meals, etc. Oversees all/some event activities on-site, ensuring adequate staff support for each. Contacts attendees and sends all necessary conference materials. Coordinates with other departments, including graphics, to design and prepare event materials including name badges, certificates, etc.

Senior Graphic Design Specialist:

Minimum/General Experience:

This position requires at least 8 years' experience. Also requires in-depth knowledge of the principles, methods, and techniques used in the preparation of graphics materials as well as the associated software and equipment. Must have in-depth knowledge of graphics software programs.

Functional Responsibilities:

Performs high-level computer graphic design activities to produce brochures, briefings, displays, and other materials; involved in all aspects of graphics/illustration projects from conceptualization and development to final presentation. May act as a technical consultant on matters of design, composition and methods of presenting technical data; uses a broad range of graphics production software and equipment. Exercises creative judgment and originality by translating needs into graphics capabilities; may participate in website design; provides supervision and technical training and guidance to lower-level graphics personnel. May act as a team or task lead.

Graphic Design Specialist:

Minimum/General Experience:

This position requires at least 3 years' experience. Also requires knowledge of the principles, methods, and techniques used in the preparation of graphics materials as well as the associated graphics software and equipment.

Functional Responsibilities:

Participates in the design, layout, and production of brochures, pamphlets, briefings, displays, and other materials; assists in making recommendations on methods and materials; assists in the creation of overhead presentations, including graphics, charts, photos, and clip-art. Assists in the creation of displays to represent certain accomplishments to be highlighted; creates other graphic materials at client request, including scanned documents, photography, or signs; determines style, size and arrangement of type and illustrations. May assist in the design and creation of videos using computer and video equipment and cameras; may work from rough sketches, engineering drawings or other documentation; may translate needs into graphics capabilities; uses various computer graphics software programs.

Junior Graphic Design Specialist:

Minimum/General Experience:

This position requires no experience or up to 2 years' experience. Also requires knowledge of the principles, methods, and techniques used in the preparation of graphics materials as well as the associated graphics software and equipment.

Functional Responsibilities:

Assists in the design, layout, and production of brochures, pamphlets, briefings, displays, and other materials; assists in the creation of overhead presentations, including graphics, charts,

photos, and clip-art and displays to represent certain accomplishments to be highlighted. - Creates other graphic materials at client request, including scanned documents, photography, or signs.

May use various computer graphics software programs; may work from rough sketches, engineering drawings or other documentation; may prepare layouts for printing.

Senior Administrative Assistant:

Minimum/General Experience:

This position requires at least 5 years' experience. Demonstrated administrative and organizational skills are required, as well as knowledge of word processing, spreadsheet, and/or other pertinent software applications.

Functional Responsibilities:

Performs specialized administrative support tasks of a non-routine and non-repetitive nature. Monitors projects and/or finances for members of assigned functional unit. Performs professional level tasks requiring independent judgment, initiative and tact; determines method of collection and analysis for assigned projects. May provide work leadership to secretarial and clerical employees; may coordinate the administrative support work within the group. Prepares various reports and makes recommendations for actions.

Administrative Assistant:

Minimum/General Experience:

This position requires at least 2 years' experience. Demonstrated administrative and organizational skills are required, as well as knowledge of word processing, spreadsheet, and/or other pertinent software applications.

Functional Responsibilities:

Serves as point of contact regarding administrative issues related to personnel, purchasing, and operations. Coordinates and schedules travel and training; assists with the preparation of monthly status reports of task accomplishments, financial data, and staffing reports; processes purchasing requisitions and invoices and interacts with vendors when necessary; creates and updates documents and spreadsheets. May coordinate office support activities. Performs general clerical duties including faxing, copying, filing.

Word Processor:

Minimum/General Experience:

This position requires no experience. Requires knowledge of various word processing and other pertinent software applications, and knowledge of and ability to use relevant office equipment.

Functional Responsibilities:

Using various word-processing applications, types routine narrative and/or statistical text from rough copy to conform to established standards of style; may convert documentation from one word-processing format to another as requested; may enter corrections, updates, or revisions of copy on tape, card, disc, or other storage material. Performs other administrative duties as requested, including filing, copying, etc.

MOBIS SINS 874-1, 874-6, 874-7

Labor Category Descriptions

MOBIS Labor Category Descriptions

SIN 874-1, 874-6, 874-7

Program Manager

Education/Experience: Bachelor's degree. Must have at least ten years' experience, of which at least six years must be specialized. Specialized experience includes: complete project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity.

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

Project Manager/Task Leader

Education/Experience: Bachelor's degree. Must have seven years of general experience including five years of specialized experience of which two years were direct supervisory experience.

Functional Description: Monitors each task and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems, and works to mitigate the anticipated problems. As a team or project leader, provides technical direction for the complete systems development effort. May serve as a technical authority for a design area. As a staff specialist or consultant, resolves unique and unyielding systems problems using new technology.. Can complete tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports in writing and orally to contractor management and government representatives, including the government contracting officer.

Senior Training Specialist/Instructor

Education/Experience: Bachelor's degree. Must have six years' experience in information systems development, training, or related fields, with at least three years' experience developing and providing ADP and end-user training on computer hardware and application software.

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

Training Specialist/Instructor

Education/Experience: Bachelor's degree. Must have four years' experience in information systems development, training, or related fields. Must have two years specialized experience.

Specialized experience includes: experience in developing and providing ADP and end-user training on computer hardware and application software. General experience includes information systems development, training, or related fields. Demonstrated ability to communicate orally and in writing.

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

Statistician

Education/Experience: Bachelor's degree. Must have seven years of general experience.

Functional Description: Designs experiments and data reduction schemes. Demonstrated experience in statistical techniques including regression analysis, linear logistics models and variant and multi-variant methods.

Systems Analyst Level 3

Education/Experience: Must have Ph.D. with 4 years or MS/MBA with 6 years or BA/BS with 8 years or AA/AS with 10 years of computer experience in information systems design and management.

Functional Description: Applies developed skills and knowledge of techniques in a specific professional, scientific/engineering, or technical area. Analyzes, evaluates and makes recommendations as part of a team or under supervision of senior personnel. Level dependent upon years of experience.

Systems Analyst Level 2

Education/Experience: Must have Ph.D. with 2 years or MS/MBA with 5 years or BA/BS with 7 years or AA/AS with 9 years of computer experience in information systems design and management. .

Functional Description: Applies developed skills and knowledge of techniques in a specific professional, scientific/engineering, or technical area. Analyzes, evaluates and makes recommendations as part of a team or under supervision of senior personnel. Level dependent upon years of experience.

Systems Analyst Level 1

Education/Experience: Must have Ph.D. with 1 year or MS/MBA with 2 years or BA/BS with 4 years or AA/AS with 6 years of computer experience in information systems design and management.

Functional Description: Applies developed skills and knowledge of techniques in a specific professional, scientific/engineering, or technical area. Analyzes, evaluates and makes recommendations as part of a team or under supervision of senior personnel. Level dependent upon years of experience.

Data Administrator

Education/Experience: Bachelor's degree. Must have at least six years of general experience in systems analysis or programming including four years of specialized experience in DBMS.

Functional Description: Provides highly technical expertise and guidance in the design, implementation, operation and maintenance of database management systems (DBMS). Evaluates and recommends available DBMS products after matching requirements with system capabilities. Determines file organization, indexing methods, and security procedures for specific applications. Controls the design and use of databases. Controls the global view, access, and safekeeping of databases. Monitors the use of databases. Must be capable of defining all required database administration policies, procedures, standards, and guidelines. Is an authority on the design of databases and the use of database management systems. Evaluates and recommends available DBMS products after matching requirements with system capabilities. Prepares and delivers presentations on DBMS concepts.

Communications Engineer

Education/Experience: Bachelor's degree. Must have at least six years of general experience in data communications or computer systems including three years of specialized experience.

Functional Description: Provides technical direction for telecommunications activities including planning, designing, installing, and maintaining large telecommunications networks. Develops, operates, and maintains voice, video, and data communications systems. Applies telecommunications engineering principles and theory to propose design and configuration alternatives. Evaluates existing communications systems to identify deficiencies and network performance improvements. Consults with user personnel to ensure that problems have been properly identified and that the solution will meet the requirements. Analyzes network performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols. Performs network analyses and feasibility studies concerning communications and communication networks. Prepares studies and gives presentations on communications concepts. Provides technical guidance to other personnel concerning data communications requirements. Participates in preparing specifications for acquiring commercially available data communications networks.

Programmer II

Education/Experience: Bachelor's degree. Must have at least three years' experience in the computer programming field.

Functional Description: Performs assigned portions of design, programming, and documentation, for IS/ADP systems. Participates in all phases of software development with emphasis on the programming, testing, documentation, and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.

Graphics Designer I

Education/Experience: High School diploma or GED. Must have at least three years' experience of which at least one year is specialized to include developing graphics/artistic presentations for publications and documents (preferably technical documentation). Use of commercial automated word processing (e.g., WordPerfect, Word) and graphics (Harvard, Freelance, etc.) Systems. Experience with desktop publishing systems is desirable. Must demonstrate the ability to work independently or under only general direction.

Functional Description: Shall support the development of all contract deliverables and reports by developing and updating graphics presentations to improve the quality and enhance the usability of these documents. Shall be responsible for integrating the graphics generated with automated tools and the deliverable documents.

Technical Writer

Minimum/General Experience: Bachelor's degree. Must have three years' experience, of which at least one must be specialized. Specialized experience includes: demonstrated experience in editing documents, including technical documents. Must demonstrate the ability to work independently or under only general direction.

Functional Description: Assist in collection and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Assists in performing financial and administrative functions.

Technical Typist

Education/Experience: High School diploma or GED. Must have at least two years' experience in a technical typing position. At least one year's experience working as a technical typist preparing computer system documentation or documenting developed software requirements.

Functional Description: Prepares draft and final form technical documents. Must be capable of typing at average or above average speed. Must be capable of typing technical narratives and data. Responsible for spelling, grammar, and proper format, and for proofreading finished documents. Must be capable of using various word processing equipment.

Consultant Level 4

Education/Experience: Must have Ph.D. with 8 years or MS/MBA with 10 years or BA/BS with 12 years or AA/AS with 14 years of relevant experience, including supervisory and project management experience.

Functional Responsibility: The Consultant IV is a recognized authority across multiple areas of expertise. Consultant provides leadership at a high technical and programmatic level for teams to accomplish customer sponsored projects, including new program development. Leadership comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project.

Consultant Level 3

Education/Experience: Must have Ph.D. with 5 years or MS/MBA with 7 years or BA/BS with 9 years or AA/AS with 11 years of relevant experience, including supervisory and project management experience.

Functional Responsibility: The Consultant III is a recognized authority across multiple areas of expertise. Consultant provides leadership at a high technical and programmatic level for teams to accomplish customer sponsored projects, including new program development. Leadership comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project.

Consultant Level 2

Education/Experience: Must have Ph.D. with 3 years or MS/MBA with 5 years or BA/BS with 7 years or AA/AS with 9 years of relevant experience, including supervisory and project management experience.

Functional Responsibility: The Consultant II is a recognized authority across multiple areas of expertise. Consultant provides leadership at a high technical and programmatic level for teams to accomplish customer sponsored projects, including new program development. Leadership comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project.

Consultant Level 1

Education/Experience: Must have Ph.D. with 1 year or MS/MBA with 3 years or BA/BS with 5 years or AA/AS with 7 years of relevant experience, including supervisory and project management experience.

Functional Responsibility: The Consultant I is a recognized authority across multiple areas of expertise. Consultant provides leadership at a high technical and programmatic level for teams to accomplish customer sponsored projects, including new program development. Leadership comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project.

Senior Consultant Level 3

Education/Experience: Must have Ph.D. with 10 years or MS/MBA with 12 years or BA/BS with 14 years or AA/AS with 16 years of progressive management experience, including extensive supervisory and project management experience.

Functional Responsibility: The Senior Consultant III is a recognized authority across multiple areas of expertise The Senior Consultant provides leadership at the highest technical and programmatic levels for teams to accomplish customer sponsored projects, including new program development. Leadership comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project.

Senior Consultant Level 2

Education/Experience: Must have Ph.D. with 6 years or MS/MBA with 8 years or BA/BS with 10 years or AA/AS with 12 years of progressive management experience, including extensive supervisory and project management experience.

Functional Responsibility: The Senior Consultant II is a recognized authority across multiple areas of expertise The Senior Consultant provides leadership at the highest technical and programmatic levels for teams to accomplish customer sponsored projects, including new program development. Leadership comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project.

Senior Consultant Level 1

Education/Experience: Must have Ph.D. with 2 years or MS/MBA with 4 years or BA/BS with 6 years or AA/AS with 8 years of progressive management experience, including extensive supervisory and project management experience.

Functional Responsibility: The Senior Consultant I is a recognized authority across multiple areas of expertise The Senior Consultant provides leadership at the highest technical and programmatic levels for teams to accomplish customer sponsored projects, including new program development. Leadership comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project.

Management Consultant Level 3

Education/Experience: Must have Ph.D. with 10 years or MS/MBA with 12 years or BA/BS with 14 years or AA/AS with 16 years of progressive senior level management and organizational experience.

Functional Responsibility: The Management Consultant III is responsible for management and performance of major contract programs requiring multidiscipline services and interorganizational cooperation of business units. Manages and directs all phases of a program from inception to completion to assure all technical, schedule, delivery, and cost requirements are met. Communicates with customer to resolve technical and contractual issues. Oversees the development of design concepts and test criteria. Reviews program schedules and potential impacts. Directs proposal preparation, management plans, budgets, and schedules for program, which are critical to the company. Directs the integration of a program management team, reviews progress and evaluates results.

Management Consultant Level 2

Education/Experience: Must have Ph.D. with 6 years or MS/MBA with 8 years or BA/BS with 10 years or AA/AS with 12 years of progressive senior level management and organizational experience.

Functional Responsibility: The Management Consultant II is responsible for management and performance of major contract programs requiring multidiscipline services and interorganizational cooperation of business units. Manages and directs all phases of a program from inception to completion to assure all technical, schedule, delivery, and cost requirements are met. Communicates with customer to resolve technical and contractual issues. Oversees the development of design concepts and test criteria. Reviews program schedules and potential impacts. Directs proposal preparation, management plans, budgets, and schedules for program, which are critical to the company. Directs the integration of a program management team, reviews progress and evaluates results.

Management Consultant Level 1

Education/Experience: Must have Ph.D. with 2 years or MS/MBA with 4 years or BA/BS with 6 years or AA/AS with 8 years of progressive senior level management and organizational experience.

Functional Responsibility: The Management Consultant I is responsible for management and performance of major contract programs requiring multidiscipline services and interorganizational cooperation of business units. Manages and directs all phases of a program from inception to completion to assure all technical, schedule, delivery, and cost requirements are met. Communicates with customer to resolve technical and contractual issues. Oversees the development of design concepts and test criteria. Reviews program schedules and potential impacts. Directs proposal preparation, management plans, budgets, and schedules for program, which are critical to the company. Directs the integration of a program management team, reviews progress and evaluates results.

Senior Management Consultant Level 3

Education/Experience: Must have Ph.D. with 15 years or MS/MBA with 17 years or BA/BS with 19 years or AA/AS with 21 years of Progressive senior level management and high level organizational experience.

Functional Responsibility: The Senior Management Consultant III is responsible for management and performance of major contract programs requiring multidiscipline services and interorganizational cooperation of business units. Manages and directs all phases of a program from inception to completion to assure all technical, schedule, delivery, and cost requirements are met. Communicates with customer to resolve technical and contractual issues. Oversees the development of design concepts and test criteria. Reviews program schedules and potential impacts. Directs proposal preparation, management plans, budgets, and schedules for program, which are critical to the company. Directs the integration of a program management team, reviews progress and evaluates results.

Senior Management Consultant Level 2

Education/Experience: Must have Ph.D. with 11 years or MS/MBA with 13 years or BA/BS with 15 years or AA/AS with 17 years of Progressive senior level management and high level organizational experience.

Functional Responsibility: The Senior Management Consultant II is responsible for management and performance of major contract programs requiring multidiscipline services and interorganizational cooperation of business units. Manages and directs all phases of a program from inception to completion to assure all technical, schedule, delivery, and cost requirements are met. Communicates with customer to resolve technical and contractual issues. Oversees the development of design concepts and test criteria. Reviews program schedules and potential impacts. Directs proposal preparation, management plans, budgets, and schedules for program, which are critical to the company. Directs the integration of a program management team, reviews progress and evaluates results.

Senior Management Consultant Level 1

Education/Experience: Must have Ph.D. with 7 years or MS/MBA with 9 years or BA/BS with 11 years or AA/AS with 13 years of Progressive senior level management and high level organizational experience.

Functional Responsibility: The Senior Management Consultant I is responsible for management and performance of major contract programs requiring multidiscipline services and interorganizational cooperation of business units. Manages and directs all phases of a program from inception to completion to assure all technical, schedule, delivery, and cost requirements are met. Communicates with customer to resolve technical and contractual issues. Oversees the development of design concepts and test criteria. Reviews program schedules and potential impacts. Directs proposal preparation, management plans, budgets, and schedules for program, which are critical to the company. Directs the integration of a program management team, reviews progress and evaluates results.

Information/Functional Analyst Level 3

Education/Experience: Must have MS/MBA with 2 years or BA/BS with 4 years or AA/AS with 6 years or HS/GED with 8 years of relevant experience related to performance of analysis of programs and information system schemes.

Functional Responsibility: The Information/Functional Analyst III will perform qualitative and quantitative analysis of complex programs and information system schemes. The Senior Information/Functional Analyst analyzes functional specifications to determine information and process flows, develops program logic and evaluates performance measures in support of complex implementation efforts.

Information/Functional Analyst Level 2

Education/Experience: Must have MS/MBA with 1 year or BA/BS with 3 years or AA/AS with 5 years or HS/GED with 7 years of relevant experience related to performance of analysis of programs and information system schemes.

Functional Responsibility: The Information/Functional Analyst II will perform qualitative and quantitative analysis of complex programs and information system schemes. The Senior Information/Functional Analyst analyzes functional specifications to determine information and process flows, develops program logic and evaluates performance measures in support of complex implementation efforts.

Information/Functional Analyst Level 1

Education/Experience: Must have MS/MBA with no experience or BA/BS with 2 years or AA/AS with 4 years or HS/GED with 6 years of relevant experience related to performance of analysis of programs and information system schemes.

Functional Responsibility: The Information/Functional Analyst I will perform qualitative and quantitative analysis of complex programs and information system schemes. The Senior Information/Functional Analyst analyzes functional specifications to determine information and process flows, develops program logic and evaluates performance measures in support of complex implementation efforts.

Senior Information/Functional Analyst Level 3

Education/Experience: Must have Ph.D. with 5 years or MS/MBA with 7 years or BA/BS with 9 years or AA/AS with 11 years of relevant experience related to analysis and evaluation of complex customer processes and requirements.

Functional Responsibility: The Senior Information/Functional Analyst III will provide expert advice and guidance with the analysis and evaluation of complex customer processes and requirements. The Senior Information/Functional Analyst III analyzes functional specifications to determine information and process flows, develops program logic and evaluates performance measures in support of complex implementation efforts.

Senior Information/Functional Analyst Level 2

Education/Experience: Must have Ph.D. with 3 years or MS/MBA with 5 years or BA/BS with 7 years or AA/AS with 9 years of relevant experience related to analysis and evaluation of complex customer processes and requirements.

Functional Responsibility: The Senior Information/Functional Analyst II will provide expert advice and guidance with the analysis and evaluation of complex customer processes and requirements. The Senior Information/Functional Analyst II analyzes functional specifications to determine information and process flows, develops program logic and evaluates performance measures in support of complex implementation efforts.

Senior Information/Functional Analyst Level 1

Education/Experience: Must have Ph.D. with 1 year or MS/MBA with 4 years or BA/BS with 6 years or AA/AS with 8 years of relevant experience related to analysis and evaluation of complex customer processes and requirements.

Functional Responsibility: The Senior Information/Functional Analyst I will provide expert advice and guidance with the analysis and evaluation of complex customer processes and requirements. The Senior Information/Functional Analyst I analyzes functional specifications to determine information and process flows, develops program logic and evaluates performance measures in support of complex implementation efforts.

Planning/Implementation Support Staff Level 3

Education/Experience: Must have MS/MBA with 1 year or BA/BS with 3 years or AA/AS with 5 years or HS/GED with 8 years of relevant experience related to performing planning and implementation support.

Functional Responsibility: The Planning/Implementation Support Staff III individual provides support for day-to-day as well as long-range program planning and processes. Activities require innovative approaches, an effective understanding of program requirements, and the capability to interpret, integrate, and disseminate large volumes of information. The Planning/Implementation Support personnel provide support to technical and program management in the direction, preparation, and coordination of management plans, budgets, and schedules. This individual may perform duties related to the production, collection and analysis of samples, surveys and data. This individual follows established procedures.

Planning/Implementation Support Staff Level 2

Education/Experience: Must have MS/MBA with no experience or BA/BS with 2 years or AA/AS with 4 years or HS/GED with 6 years of relevant experience related to performing planning and implementation support.

Functional Responsibility: The Planning/Implementation Support Staff II individual provides support for day-to-day as well as long-range program planning and processes. Activities require innovative approaches, an effective understanding of program requirements, and the capability to interpret, integrate, and disseminate large volumes of information. The Planning/Implementation Support personnel provide support to technical and program management in the direction, preparation, and coordination of management plans, budgets, and schedules. This individual may perform duties related to the production, collection and analysis of samples, surveys and data. This individual follows established procedures.

Planning/Implementation Support Staff Level 1

Education/Experience: Must have MS/MBA with no experience or BA/BS with 1 year or AA/AS with 3 years or HS/GED with 5 years of relevant experience related to performing planning and implementation support.

Functional Responsibility: The Planning/Implementation Support Staff I individual provides support for day-to-day as well as long-range program planning and processes. Activities require innovative approaches, an effective understanding of program requirements, and the capability to interpret, integrate, and disseminate large volumes of information. The Planning/Implementation Support personnel provide support to technical and program management in the direction, preparation, and coordination of management plans, budgets, and schedules. This individual may perform duties related to the production, collection and analysis of samples, surveys and data. This individual follows established procedures.

Senior Planning/Implementation Support Staff Level 3

Education/Experience: Must have MS/MBA with 3 years or BA/BS with 5 years or AA/AS with 7 years or HS/GED with 9 years of relevant experience related to performing planning and implementation support or directing others in such activities.

Functional Responsibility: The Senior Planning/Implementation Support Staff III personnel operate with a significant degree of autonomy. The individual provides support for day-to-day as well as long-range program planning and processes. Activities require innovative approaches, a broad understanding of program requirements, and the capability to interpret, integrate, and disseminate large volumes of information. The Senior Planning/Implementation Support personnel provide support to technical and program management in the direction, preparation, and coordination of proposals, management plans, budgets, and schedules. This individual utilizes problem solving techniques and performs overall strategic, tactical and operational planning. This individual develops and follows established procedures and maintains contacts to ensure conformance to customer requirements.

Senior Planning/Implementation Support Staff Level 2

Education/Experience: Must have MS/MBA with 2 years or BA/BS with 4 years or AA/AS with 6 years or HS/GED with 8 years of relevant experience related to performing planning and implementation support or directing others in such activities.

Functional Responsibility: The Senior Planning/Implementation Support Staff II personnel operate with a significant degree of autonomy. The individual provides support for day-to-day as well as long-range program planning and processes. Activities require innovative approaches, a broad understanding of program requirements, and the capability to interpret, integrate, and disseminate large volumes of information. The Senior Planning/Implementation Support personnel provide support to technical and program management in the direction, preparation, and coordination of proposals, management plans, budgets, and schedules. This individual utilizes problem solving techniques and performs overall strategic, tactical and operational planning. This individual develops and follows established procedures and maintains contacts to ensure conformance to customer requirements.

Senior Planning/Implementation Support Staff Level 1

Education/Experience: Must have MS/MBA with 1 year or BA/BS with 3 years or AA/AS with 5 years or HS/GED with 7 years of relevant experience related to performing planning and implementation support or directing others in such activities.

Functional Responsibility: The Senior Planning/Implementation Support Staff I personnel operate with a significant degree of autonomy. The individual provides support for day-to-day as well as long-range program planning and processes. Activities require innovative approaches, a broad understanding of program requirements, and the capability to interpret, integrate, and disseminate large volumes of information. The Senior Planning/Implementation Support personnel provide support to technical and program management in the direction, preparation, and coordination of proposals, management plans, budgets, and schedules. This individual utilizes problem solving techniques and performs overall strategic, tactical and operational planning. This individual develops and follows established procedures and maintains contacts to ensure conformance to customer requirements.

MOBIS SIN 874-4 (Training)
Labor Category Descriptions

MOBIS Labor Category Descriptions

SIN 874-4

Program Manager

Education/Experience: Bachelor's degree. Must have at least ten years' experience, of which at least six years must be specialized. Specialized experience includes: complete project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity.

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

Project Manager/Task Leader

Education/Experience: Bachelor's degree. Must have seven years of general experience including five years of specialized experience of which two years were direct supervisory experience.

Functional Description: Monitors each task and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems, and works to mitigate the anticipated problems. As a team or project leader, provides technical direction for the complete systems development effort. May serve as a technical authority for a design area. As a staff specialist or consultant, resolves unique and unyielding systems problems using new technology.. Can complete tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports in writing and orally to contractor management and government representatives, including the government contracting officer.

Senior Systems Engineer

Experience: BS/BA with 6 years directly related experience in all phases of systems engineering. Specialized experience includes supervision of system engineers, and demonstrated use of interactive, interpretative systems with on-line, real-time acquisition capabilities. General experience includes increasing responsibilities in systems engineering.

Functional Responsibility: Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and CASE tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Systems Engineer

Experience: BS/BA with 3 years of experience of which at least 1 year must be specialized. Specialized experience includes analytically solving workflows, organization, and/or planning problems. General experience includes increasing responsibilities in systems engineering.

Functional Responsibility: Designs software tools and subsystems to support software reuse and domain analysis. Interprets software requirements and design specifications to code, and integrates and tests software components.

Operations Manager

Experience: AA/AS with 6 years of experience of which at least 3 years are specialized. Specialized experience includes supervision and operations experience on a large-scale computer system, knowledge of hardware, software and operating systems. General experience includes operations experience on a large-scale computer system.

Functional Responsibility: Manage computer operations. Schedule machine time and directs data entry efforts. Provides users with computer output.

Data Manager

Experience: BS/BA with at least 7 years of experience, of which at least 5 must be specialized. Specialized experience includes demonstrated experience using current DBMS technologies, application design utilizing various database management systems and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility: Manages the development of database projects. Plans and budgets staff and database resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on Database Management Systems (DBMS) concepts. Provides daily supervision and direction to support staff.

Data Management Specialist

Experience: BS/BA with 6 years of directly related experience. Specialized experience includes demonstrated experience using current DBMS technologies, application design utilizing database management systems, and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

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

Data Administrator

Education/Experience: Bachelor's degree. Must have at least six years of general experience in systems analysis or programming including four years of specialized experience in DBMS.

Functional Description: Provides highly technical expertise and guidance in the design, implementation, operation and maintenance of database management systems (DBMS). Evaluates and recommends available DBMS products after matching requirements with system capabilities. Determines file organization, indexing methods, and security procedures for specific applications. Controls the design and use of databases. Controls the global view, access, and

safekeeping of databases. Monitors the use of databases. Must be capable of defining all required database administration policies, procedures, standards, and guidelines. Is an authority on the design of databases and the use of database management systems. Evaluates and recommends available DBMS products after matching requirements with system capabilities. Prepares and delivers presentations on DBMS concepts.

Computer Security Specialist

Experience: BS/BA with minimum of 7 years of experience, of which at least 5 years must be specialized. Specialized experience includes defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

Functional Responsibility: Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses, which also includes risk assessment.

Configuration Management Specialist

Experience: BS/BA with minimum of 5 years of experience, of which at least 2 years must be specialized. Engineering and/or system analysis and programming experience, including configuration management experience.

Functional Responsibility: Responsible for configuration management activities including product identification, change control, status accounting, operation of the program support library, and development and monitoring of equipment/system acceptance plans. Evaluates and selects configuration management tools and standards. Coordinates with users and systems development personnel on releases of both system-level software and applications software. Verifies the completeness and accuracy of release libraries before implementation and ensures that correct versions of programs are included in specified releases. Prepares configuration management plans and procedures. Responsible for configuration management of requirements, design, and code. Operates and manages program support library. Monitors library structure and procedures to assure system integrity, including procedures for collection, release, production, test, and emergency libraries and the movement/migration of components between libraries. Monitors end-item acceptance plans. Supervises lower level personnel. Must have demonstrated capability for oral and written communications.

Quality Assurance Manager

Experience: BS/BA with minimum of 7 years of experience, of which at least 4 years must be specialized. Engineering and/or system analysis and programming experience, including quality assurance experience.

Functional Responsibility: Organizes and maintains all quality assurance documentation required. Responsible for ensuring compliance with recognized standards and practices. Reviews all documentation for completeness, accuracy, and correctness. Supports the test and integration personnel as a witness to testing requirements. Certifies that deliverables have met all quality requirements

Quality Assurance Specialist

Experience: BS/BA with minimum of 4 years of experience, of which at least 2 years must be specialized. Specialized experience includes Configuration Management, verification and validation, software testing and integration, software metrics and their application to software

quality assessment. General experience includes increasing responsibilities in quality assurance and quality control.

Functional Responsibility: Assists in the evaluation of software and associated documentation. Participates in formal and informal reviews to determine quality.

Documentation Specialist

Experience: HS with minimum of 2 years of experience, of which at least 1 year is specialized in composing and producing technical documentation.

Functional Responsibility: Composes and finalizes technical documentation including specifications, user manuals, etc. in the style, content and format required by the relevant standards using input received from technical personnel.

Technical Writer

Minimum/General Experience: Bachelor's degree. Must have three years' experience, of which at least one must be specialized. Specialized experience includes: demonstrated experience in editing documents, including technical documents. Must demonstrate the ability to work independently or under only general direction.

Functional Description: Assist in collection and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Assists in performing financial and administrative functions.

Technical Typist

Education/Experience: High School diploma or GED. Must have at least two years' experience in a technical typing position. At least one year's experience working as a technical typist preparing computer system documentation or documenting developed software requirements.

Functional Description: Prepares draft and final form technical documents. Must be capable of typing at average or above average speed. Must be capable of typing technical narratives and data. Responsible for spelling, grammar, and proper format, and for proofreading finished documents. Must be capable of using various word processing equipment.

Technical Expert Level IV

Experience: PhD with a minimum of 15 years of experience. Generally, this requires experience in information systems, including specialized experience providing state-of-the-art solutions in information systems technology (or, if the particular area of expertise in new state-of-the-art technology, the specialized experience should be consistent with the age of the technology). Recognized expert in the technology being addressed.

Functional Responsibility: The Technical Expert IV provides expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government's requirement.

Technical Expert Level III

Experience: MA/MS with a minimum of 12 years of experience. Generally, this requires experience in information systems, including specialized experience providing state-of-the-art

solutions in information systems technology (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience should be consistent with the age of the technology).

Functional Responsibility: The Technical Expert III provides expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government's requirement.

Technical Expert Level II

Experience: MA/MS with 10 years of experience. Generally, this requires experience in information systems, including specialized experience providing state-of-the-art solutions in information systems technology (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience should be consistent with the age of the technology). Recognized expert in the technology being addressed.

Functional Responsibility: The Technical Expert II provides expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government's requirement.

Technical Expert Level I

Experience: BS/BA with 8 years of experience. Generally, this requires experience in information systems, including specialized experience providing state-of-the-art solutions in information systems technology (or, if the particular area of expertise is new state-of-the-art technology, the specialized experience should be consistent with the age of the technology). Recognized expert in the technology being addressed.

Functional Responsibility: The Technical Expert I provides expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government's requirement.

Graphic Designer V

Experience: AA/AS with minimum of 9 years of experience in directly related in graphics design.

Functional Responsibility: Utilizes current graphic design technology and computer software packages to produce and develop high-level graphics and miscellaneous media files for multiple projects. May include line drawings, digital images, flow charts, slide presentations, animations, video stills/clips, and simulations. Requires in-depth knowledge and hands-on experience with the following software: PhotoShop, Illustration Package, 3D Modeling, Animation, Web-Design and HTML, Authoring of Courseware and Internet Sites. Provides supervision and training for graphic design personnel. Exercises creative judgment and originality by translating needs into graphics capabilities. Makes final decisions related to matters of design, composition and methods of presenting technical data.

Graphic Designer IV

Experience: AA/AS with minimum of 8 years of experience directly related in graphics design.

Functional Responsibility: Utilizes current graphic design technology and computer software packages to produce and develop high-level graphics and miscellaneous media files for multiple projects. May include line drawings, digital images, flow charts, slide presentations, animations, video stills/clips, and simulations. Requires hands-on experience with the following software: PhotoShop, Illustration Package, 3D Modeling, Animation, Web-Design and HTML, Authoring of Courseware and Internet Sites. Provides technical training and guidance to lower-level graphics personnel. Exercises creative judgment and originality by translating needs into graphics capabilities.

Graphic Designer III

Experience: AA/AS with minimum of 5 years of experience directly related in graphics design.

Functional Responsibility: Utilizes current graphic design technology and computer software packages to produce and develop graphics and miscellaneous media files for multiple projects. May include line drawings, digital images, flow charts, slide presentations, animations, video stills/clips, and simulations. May participate in website design. Uses a broad range of graphics production software and equipment. Involved in all aspects of graphics/illustration projects from conceptualization and development to final presentation.

Graphic Designer II

Experience: AA/AS with minimum of 3 years of experience directly related in graphics design.

Functional Responsibility: Utilizes knowledge of graphic design fundamentals and technology to develop graphics and miscellaneous media files for multiple projects. May include line drawings, digital images, flow charts, slide presentations, animations, video stills/clips, and simulations. Uses various computer graphics software programs. May participate in the design and creation of videos using computer and video equipment and cameras.

Graphic Designer I

Experience: HS with a minimum of 3 years of experience of which 1 year directly related in graphics design.

Functional Responsibility: Provides routine graphics support. Develops graphics and miscellaneous media files for multiple projects. May include line drawings, digital images, flowcharts, slide presentations, animations, video stills/clips, and simulations.

Instructional System Designer III

Experience: MA/MS with a minimum of 5 years related experience in instructional development.

Functional Responsibility: Instructional System Designer III develops associated media products needed to support courseware products. Could include graphics, animation, audio, digital video, still images, etc. Conducts field production and postproduction to produce video elements of a curriculum development program. Designs and develops computer based training, electronic performance support systems and other technology-based learning solutions. Develops appropriate training objectives and test methods and design instructionally valid training materials. Works on complex instructional systems design projects. Acts as a technical task lead. May supervise the work of lower-level training personnel.

Instructional System Designer II

Experience: BS/BA with a minimum of 2 years related experience in instructional development.

Functional Responsibility: Instructional System Designer II develops associated media products needed to support courseware products. Could include graphics, animation, audio, digital video, still images, etc. Conducts field production and postproduction to produce video elements of a curriculum development program. Designs and develops computer based training, electronic performance support systems and other technology-based learning solutions. Develops appropriate training objectives and test methods and design instructionally valid training materials. Works on complex instructional systems design projects. May act as a technical task lead.

Instructional System Designer I

Experience: BS/BA with a minimum of 0 years of related experience in instructional development.

Functional Responsibility: Instructional System Designer I develops associated media products needed to support courseware products. Could include graphics, animation, audio, digital video, still images, etc. Conducts field production and postproduction to produce video elements of a curriculum development program. May design and develop computer based training, electronic performance support systems and other technology-based learning solutions. Develops appropriate training objectives and test methods and design instructionally valid training materials. Performs the storyboarding of technology-based training solutions.

Programmer V

Experience: BS/BA with a minimum of 8 years of experience in the computer programming field.

Functional Responsibility: Participates in all phases of software development, including system design, analysis, architecture, and engineering. Programs elements of the instructional materials that will be used in a digital format. Could include Power Point files, computer-based instruction, web-based instruction, databases, training management software, and other electronic aids. Responsible for preparing custom code and creating e-learning plug-in components. Provides on-site support when installing e-learning products. Installs, configures, and troubleshoots various hardware and software platforms. Provides network support including providing technical solutions and training. Performs integration testing and support of various computer operating and/or network systems. Performs process analyses in order to recommend improvement. May train other programmer/analysts. May serve as technical task or team lead. Performs technical research on emerging technologies to determine impacts on application execution.

Programmer IV

Experience: BS/BA with a minimum of 5 years of experience in the computer programming field.

Functional Responsibility: Programs elements of the instructional materials that will be used in a digital format. Could include Power Point files, computer-based instruction, web-based instruction, databases, training management software, and other electronic aids. Responsible for preparing custom code and creating e-learning plug-in components. Provides on-site support when installing e-learning products. Provides network support including providing technical solutions and training. Performs integration testing and support of various computer operating and/or network systems. May train other programmer/analysts. Performs technical research on emerging technologies to determine impacts on application execution.

Programmer III

Experience: BS/BA with a minimum of 4 years of experience in the computer programming field. Specialized experience includes ADP systems analysis and programming. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibility: Creates and/or maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs. Modifies existing software, as well as creating special-purpose software to ensure efficiency and integrity between systems and applications.

Programmer II

Education/Experience: Bachelor's degree. Must have at least three years' experience in the computer programming field.

Functional Description: Performs assigned portions of design, programming, and documentation, for IS/ADP systems. Participates in all phases of software development with emphasis on the programming, testing, documentation, and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.

Programmer I

Experience: BS/BA. 0 Years of Experience. Entry-level position.

Functional Responsibility: Performs assigned portions of design, programming, documentation for all IT/ADP systems. Participates in assigned phases of software development with emphasis on the programming, testing acceptance phases. Supports the preparation of technical reports and related documentation.

Testing and Validation Specialist

Experience: BS/BA with a minimum of 0 years of related experience.

Functional Responsibility: Analyzes tasks and job data to develop testing criteria and uses these criteria to develop performance-based testing instruments which measure students' learning and ability to perform the task. Designs and implements test reliability and CBT courseware validity studies. Develops and writes validation reports. Familiar with the use and application of off-the-shelf tools. Applies concentrated and diversified knowledge of an advanced nature in broad assignment areas. Has ability to analyze and interpret statistical data. May supervise a group concerned with various testing and assessment activities.

Training & Performance Specialist II

Experience: MA/MS with a minimum of 8 years of related experience.

Functional Responsibility: Conducts research, development, application and evaluation of psychological principles relating to human behavior/learning to characteristics, design and use of environments and systems in the workplace. Develops training methods and materials such as curriculums, lectures, videos and job aids to improve performance. Performs statistical analysis and designs the evaluation of the resulting data. Applies sound and diversified knowledge of scientific principles and practices in broad areas of assignments and related fields. Maintains current knowledge of the latest developments in the training field and educates staff members on such developments. May serve as technical expert of task/project lead.

Training & Performance Specialist I

Experience: BS/BA with a minimum 6 years of related experience.

Functional Responsibility: Conducts research, development, application and evaluation of psychological principles relating to human behavior/learning to characteristics, design and use of

environments and systems in the workplace. Develops training methods and materials such as curriculums, lectures, videos and job aids to improve performance. Performs statistical analysis and designs the evaluation of the resulting data. Applies sound and diversified knowledge of scientific principles and practices in broad areas of assignments and related fields. May serve as technical expert of task/project lead.

Training Specialist III

Experience: AA/AS with 7 years of related experience. Directly related experience includes the design, development, testing and implementation of computer based training programs.

Functional Responsibility: Defines training requirements and analyzes system software changes. Develops computer-based training objectives and methodologies. Coordinates with subject matter experts to design training strategy. Designs courseware including structuring training classes. Creates lesson text. Provides documentation for software training. Tests training programs and edits for effectiveness, creates final version. Designs program authorizing systems. Presents training programs to users. Validates and evaluates training effectiveness. Designs program flowcharts. Develops multimedia training as required. Conducts research into new training, educational, and multimedia technologies. May serve as a team or task lead. Maintains current knowledge of relevant hardware and software applications as assigned. Must have knowledge of the principles, methods, and techniques used in the design, development, testing, and implementation of computer-based training programs, as well as knowledge of relevant hardware/software and computer equipment as required. Must have ability to present training programs and evaluate effectiveness of training.

Training Specialist II

Experience: AA/AS with 3 years of related experience. Directly related experience includes the design, development, testing and implementation of computer based training programs.

Functional Responsibility: Designs training objectives. Develops computer-based training for assigned software. Designs courseware and structures training classes. Creates lesson text. Provides documentation for software training. Designs program authorizing systems. Creates final version of training programs. Presents training programs to users. Designs program flowcharts. May serve as a team lead. Maintains current knowledge of relevant hardware and software applications as assigned. Must have knowledge of the principles, methods, and techniques used in the design and development of computer-based training programs, as well as knowledge of relevant hardware/software and computer equipment as required. Must have ability to present training programs to users.

Training Specialist I

Experience: AA/AS with 0 years of related experience. Directly related experience includes the design, development, testing and implementation of computer based training programs.

Functional Responsibility: Administers computer-based training. Maintains records of training activities. Monitors effectiveness of the programs. Provides documentation for software training. Presents training programs to users. Assists in the design of program flowcharts. Maintains current knowledge of relevant hardware and software applications as assigned. Must have knowledge of the principles, methods, and techniques used in the design and development of computer-based training programs, as well as knowledge of relevant hardware/software and computer equipment as required.

Senior Training Specialist/Instructor

Education/Experience: Bachelor's degree. Must have six years' experience in information systems development, training, or related fields, with at least three years' experience developing and providing ADP and end-user training on computer hardware and application software.

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

Training Specialist/Instructor

Education/Experience: Bachelor's degree. Must have four years' experience in information systems development, training, or related fields. Must have two years specialized experience. Specialized experience includes: experience in developing and providing ADP and end-user training on computer hardware and application software. General experience includes information systems development, training, or related fields. Demonstrated ability to communicate orally and in writing.

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

Video Producer/Director

Experience: AA/AS with a minimum of 5 years of directly related experience.

Functional Responsibility: Performs all phases of video production for clients including writing scripts, filming video and editing footage. Coordinates with the client to ensure project goals and requirements are met. Manages on-scene production crew and supervises off-line and on-line editing. Ensures conformity to original script and storyboard. Performs quality control and assurance of final product.

Videographer/Editor

Experience: AA/AS with a minimum of 0 years of directly related experience.

Functional Responsibility: Sets up and operates video cameras and related audio, lighting and recording equipment used in instructional systems and incorporating interactive video disk technology. Performs off-line video editing. Advises producer/director regarding shot composition and assists in post-production shot selection. Accomplishes off-line video narrative, editing, special effects and animation along with quality control of off-line video tape. May develop computer graphics. Knowledge of cameras, editing, and duplicating equipment is required.

Equivalency Relationships

Four (4) years' experience (in addition to minimum experience requirements) may be substituted for a Bachelor's degree.

Two (2) years' experience (in addition to minimum experience requirements and a Bachelor's degree) may be substituted for a Master's degree.

Two (2) years' experience (in addition to minimum experience requirements and a Master's degree) may be substituted for a Ph.D.

For categories where Bachelor's degrees are required, a Master's degree may be substituted for two (2) years' experience; or a doctoral degree may be substituted for three (3) years' experience.

Certifications (PE Certification) and unique experience in specialized or emerging technologies may be substituted for one year of experience.

**Professional Engineering Services (PES)
SINs 871-1, 871-2, 871-3, 871-4, 871-5, 871-6**

Labor Category Descriptions

PES Labor Category Descriptions

SIN 871-1, 871-2, 871-3, 871-4, 871-5, 871-6

ENGINEER EXPERT I – Functional Responsibility: Senior technical/engineering professional who acts as an adviser in complex and critical client projects. Provides expert scholarly advice to projects. Generally has attained highest levels within military, government and/or industry.

Minimum Education – Minimum/General Experience: Fifteen or more years' directly related experience. Bachelor's degree in Engineering, Scientific or related technical discipline.

ENGINEER EXPERT II – Functional Responsibility: Senior technical/engineering professional who acts as an adviser in complex and critical client projects. Provides expert scholarly advice to projects. Generally has attained highest levels within military, government and/or industry.

Minimum Education – Minimum/General Experience: Twelve or more years' directly related experience. Bachelor's degree in Engineering, Scientific or related technical discipline.

ENGINEER EXPERT III – Functional Responsibility: Senior technical professional. Performs highly specialized and technical tasks associated with most current and cutting edge technologies; may serve as a technical consultant to a project or to a number of projects dealing with areas of engineering and technical expertise; maintains current knowledge of relevant hardware systems, subsystems, components and parts and associated technologies; and/or possesses advanced knowledge of the principles, methods, and techniques used in the area of technical expertise.

Minimum Education – Minimum/General Experience: Ten or more year's directly related experience. Bachelor's degree in Engineering, Scientific or related technical discipline.

PROGRAM MANAGER – Functional Responsibility: Manages and directs all phases of a program from inception to completion. Provides leadership and technical direction to large groups of engineers, analysts, and other technical staff. Responsible for overall schedule and cost of engineering programs as well as customer liaison and quality of products and services.

Minimum Education – Minimum/General Experience: A senior technical staff member with ten or more years experience in the management and oversight of large-scale complex programs or systems. Bachelor's degree in a technical or business discipline.

PROJECT MANAGER – Functional Responsibility: Manages and directs all phases of a project from inception to completion. Provides leadership and technical direction to groups of up to 20 engineers, analysts and technical staff. Responsible to a program manager for the quality, schedules and cost of a project. May have direct customer liaison responsibilities.

Minimum Education – Minimum/General Experience: A technical staff member with eight or more years experience in the management and oversight of system/subsystem programs of moderate complexity. Bachelor's degree in a technical or business discipline.

PRINCIPAL SCIENTIST (Biological) - Functional Responsibility: Provides supervision, guidance and scientific and managerial leadership to Senior and Staff Scientists. Evaluates and resolves client needs and problems. May serve as a primary interface with clients on technical and biological problems and issues. Recommends solutions and proposed changes based on personal knowledge of biological principles and practices. Performs scientific functions that include studies, analyses, and implementations. Identifies, evaluates, and implements biological and biomedical studies and application development. Evaluates functions from an enterprise and strategic perspective.

Minimum Education - Minimum/General Experience: Ph.D. and ten years of relevant experience.

SENIOR SCIENTIST (Biological) - Functional Responsibility: Provides guidance and scientific leadership to evaluate/resolve client needs and problems. Provides supervision and guidance to staff scientists, technicians or aids and other assigned support personnel. Coordinates the efforts of multiple teams/persons to achieve optimum overall results in a timely manner and at minimum cost. Assists

Principal Scientist in performing scientific functions that include studies, analyses, and implementations. Recommends methodologies and tools to be used in biological and biomedical studies and application development.

Minimum Education - Minimum/General Experience: Ph.D. and eight years of relevant experience.

STAFF SCIENTIST (Biological) - Functional Responsibility: Analyzes scientific studies, and/or approaches, proposed solutions, and implementations. Develops test plans and provides recommendations to resolve any discrepancies noted. Is familiar with a broad spectrum of standards, pertinent tools and methodologies as appropriate to accomplish assigned tasking. Evaluates assigned biological and biomedical studies and application development.

Minimum Education - Minimum/General Experience: Masters degree and six years of relevant engineering experience.

PRINCIPAL BIOMEDICAL ENGINEER - Functional Responsibility: Provides guidance and multi-disciplined leadership to evaluate/resolve client needs/problems. Provides supervision and guidance to other personal assigned. Coordinates the efforts of multiple teams/persons to achieve optimum overall results in a timely manner and at a minimum cost. Recommends methodologies and tools to be used in problem resolution efforts, by applying an understanding of physical phenomena, mathematics, and state-of-the art technology. Is familiar with a broad spectrum of state-of-the art and emerging technologies, such as telemedicine, teleradiology, image processing, and rehabilitation engineering.

Minimum Education - Minimum/General Experience: Master's degree and six years of relevant experience.

SENIOR BIOMEDICAL ENGINEER - Functional Responsibility: Evaluates and resolves client needs and problems. Provides supervision and guidance to personal assigned. Coordinates the efforts of multiple teams/persons to achieve optimum overall results in a timely manner and at a minimum cost. Recommends methodologies and tools to be used in problem resolution efforts, by applying an understanding of physical phenomena, mathematics, and state-of-the art technology. Has in-depth knowledge of several subsets, such as medical imaging or patient monitoring, within the bioengineering field. Is familiar with a broad spectrum of state-of-the-art and emerging technologies, such as telemedicine, teleradiology, image processing, and rehabilitation engineering. Performs reliability and maintainability analysis.

Minimum Education - Minimum/General Experience: Bachelor's degree and six years of relevant experience.

BIOMEDICAL ENGINEER - Functional Responsibility: Analyzes problems and develops recommended solutions to medical problems using an understanding of physical phenomena, mathematics, and state-of-the art technology. Assists in the formulation of requirements, analyzes proposed solutions/approaches, and recommends/develops designs as needed. Familiar with a broad spectrum of state-of-the art and emerging technologies, such as telemedicine, teleradiology, image processing, and rehabilitation engineering.

Minimum Education - Minimum/General Experience: Bachelor's degree and three years of relevant experience.

SENIOR BIOMEDICAL TECHNICIAN - Functional Responsibility: Provides resident scientific and technical skills to assist biomedical engineers. Provides the following primary functions: Repair, calibration and preventive maintenance of medical and dental equipment. Provides technical skills in the selection, installation, modification, testing and evaluation of medical and dental instrumentation and equipment. Provides consultation and instruction services to medical, dental and administrative personnel. Monitors the safety and accreditation programs related to biomedical engineering and the Joint Commission on Accreditation of Healthcare Organizations. Provides solutions to complex and unique instrumentation systems problems and requirements where no previous designed solutions are available. Performs reliability and maintainability analysis.

Minimum Education - Minimum/General Experience: Bachelor's degree and six years of relevant experience. Certified through the International Certification Commission as a biomedical equipment technician or radiology equipment specialist.

BIOMEDICAL TECHNICIAN - Functional Responsibility: Provides resident scientific and technical skills to assist biomedical engineers. Provides the following primary functions: Repair, calibration and preventive maintenance of medical and dental equipment. Provides technical skills in the selection, installation, modification, testing and evaluation of medical and dental instrumentation and equipment. Provides consultation and instruction services to medical, dental and administrative personnel. Monitors the safety and accreditation programs related to biomedical engineering and the Joint Commission on Accreditation of Healthcare Organizations. Provides solutions to complex and unique instrumentation systems problems and requirements where no previous designed solutions are available.
Minimum Education - Minimum/General Experience: Associate's Degree and three years of relevant experience.

JUNIOR BIOMEDICAL TECHNICIAN - Functional Responsibility: Provides resident scientific and technical skills to assist biomedical engineers. Provides the following primary functions: Repair, calibration and preventive maintenance of medical and dental equipment. Provides technical skills in the selection, installation, modification, testing and evaluation of medical and dental instrumentation and equipment. Provides consultation and instruction services to medical, dental and administrative personnel.
Minimum Education - Minimum/General Experience: Graduate of an accredited school in biomedical technology and one-year experience.

PRINCIPAL PHYSICIST - Functional Responsibility: Provides guidance and multi-disciplined leadership to evaluate/resolve client needs/problems for any of the fields of science concerned with matter, energy, physical space, time, nature of physical measurement and fundamental structural particles. Provides supervision and guidance to other personal assigned. Formulates projects and conducts experiments using advanced equipment and by applying complex techniques, designs and procedures. Conducts feasibility studies in terms of staff time and resources. Conducts research to develop inspection standards, radiation exposure limits for personnel, safe work methods and decontamination procedures. Conducts lectures and demonstrations on applicable subject matter. Designs the procedures and establishes research methodology to investigate and solve problems. Has an extensive knowledge of Federal and State rules and regulations relevant to health physics programs. Coordinates the efforts of multiple teams/persons to achieve optimum overall results in a timely manner and at a minimum cost.
Minimum Education - Minimum/General Experience: Ph.D. and six years of relevant experience.

SENIOR PHYSICIST - Functional Responsibility: Provides guidance and multi-disciplined leadership to evaluate/resolve client needs/problems for any of the fields of science concerned with matter, energy, physical space, time, nature of physical measurement and fundamental structural particles. Formulates projects and conducts experiments using advanced equipment and by applying complex techniques, designs, and procedures. Conducts feasibility studies in terms of staff time and resources. Conducts research to develop inspection standards, radiation exposure limits for personnel, safe work methods and decontamination procedures. Has an extensive knowledge of Federal and State rules and regulations relevant to health physics programs Provides supervision and guidance to other personal assigned. Coordinates the efforts of multiple teams/persons to achieve optimum overall results in a timely manner and at a minimum cost.
Minimum Education - Minimum/General Experience: Master's degree and three years of relevant experience.

PHYSICIST - Functional Responsibility: Analyzes problems and develops recommended solutions to resolve client needs/problems for any of the fields of science concerned with matter, energy, physical space, time, nature of physical measurement and fundamental structural particles. Assists in the formulation of requirements and analyzes proposed solutions. Assists in conducting lectures and demonstrations on applicable subject matter. Monitors ongoing efforts and provides recommendations to resolve any discrepancies. Has a working knowledge of Federal and State rules relevant to health physics programs.
Minimum Education - Minimum/General Experience: Bachelor's degree and three years of relevant experience.

JUNIOR PHYSICIST - Functional Responsibility: Analyzes problems and develops recommended solutions to resolve client needs/problems for any of the fields of science concerned with matter, energy, physical space, time, nature of physical measurement and fundamental structural particles. Monitors ongoing efforts and provides recommendations to resolve any discrepancies.

Minimum Education - Minimum/General Experience: Bachelor's degree and one year relevant experience.

PRINCIPAL SCIENTIST - Functional Responsibility: Provides leadership, guidance and scientific direction to a multi-disciplinary scientific and professional staff. Plans, executes, and administers broad scientific research programs such as those concerned with the development, testing, improvement, manufacture, use, safety, effectiveness, and regulatory control of biological products designed to prevent, treat or mitigate bacterial diseases. Identifies and determines feasibility of research projects to ensure results will have significant contribution. Formulates and implements new research projects to enable projects to be carried out efficiently and assures successful completion of assigned goals. Assists in obtaining grant funds and other type of financial support. Coordinates the efforts of multiple teams/persons to achieve optimum overall results in a timely manner and at a minimum cost.

Minimum Education - Minimum/General Experience: Ph.D. and six years of relevant experience.

SENIOR SCIENTIST - Functional Responsibility: Provides guidance and scientific direction to a multi-disciplinary scientific and professional staff. Plans, executes, and administers broad scientific research programs such as those concerned with the development, testing, improvement, manufacture, use, safety, effectiveness, and regulatory control of biological products designed to prevent, treat or mitigate bacterial diseases. Designs procedures and establishes a research methodology to investigate and solve problems. Conducts experiments using advanced equipment and by applying complex techniques, methods and procedures. Submits findings through written research papers and public presentations. Coordinates the efforts of multiple teams/persons to achieve optimum overall results in a timely manner and at a minimum cost.

Minimum Education - Minimum/General Experience: Bachelor's degree and six years of relevant experience.

SCIENTIST - Functional Responsibility: Plans, executes, and administers broad scientific research programs such as those concerned with the development, testing, improvement, manufacture, use, safety, effectiveness, and regulatory control of biological products designed to prevent, treat or mitigate bacterial diseases. Assists in the formulation of requirements and analyzes proposed solutions. Submits findings through written research papers and public presentations. Monitors ongoing efforts and provides recommendations to resolve any discrepancies.

Minimum Education - Minimum/General Experience: Bachelor's degree and three years of relevant experience.

SENIOR LABORATORY TECHNOLOGIST - Functional Responsibility: Supervises and provides guidance to Laboratory Technologist staff. Collects and process specimens to analyze the chemical and cellular components of body fluids; processes specimens for isolation of bacteria, fungi and parasites and performs tests to identify these. Duties may include collecting blood samples, preparing chemical solutions, preparing and analyzing specimens, keeping records of laboratory tests, running and maintaining quality control, troubleshooting instrumentation and reporting results to scientists, physicians or other professionals. Capable of performing a variety of procedures including routine and complex infrequently used tests and evaluating and interpreting unexpected results. Decides which procedures to use for solving problems. Sets up and monitors quality control procedures. Assists in the formulation of requirements and analyzes proposed solutions.

Minimum Education - Minimum/General Experience: Associate's degree and three years of relevant experience.

LABORATORY TECHNOLOGIST - Functional Responsibility: Supports scientists and other professionals by performing a variety of procedures ranging from collecting and processing specimens to analyzing the chemical and cellular components of body fluids; processing specimens for isolation of

bacteria, fungi and parasites and performing tests to identify these. Duties may include collecting blood samples, preparing chemical solutions, preparing and analyzing specimens, keeping records of laboratory tests, running and maintaining quality control, troubleshooting instrumentation, and reporting results to scientists, physicians or other professionals.

Minimum Education - Minimum/General Experience: Graduate of an accredited school in laboratory technology and one-year experience.

CORPORATE SCIENTIST/CORPORATE ENGINEER - Functional Responsibility: The technical lead on very large engineering initiatives. Responsible for the overall technical approach and methodologies implemented on large scale, complex programs. Performs as a subject matter expert in field of his/her specialty. Often performs as an independent consultant to clients. Represents company on national committees and boards at symposia and professional associations.

Minimum Education - Minimum/General Experience: A senior technical staff member with 20+ years of directly related experience in the design, development and support of large-scale complex programs. Extensive experience in leading large-scale engineering efforts. Recognized in his/her field of specialty through independent research, papers presented/published. Bachelor's degree in an engineer or technical discipline.

PRINCIPAL DESIGN ENGINEER - Functional Responsibility: Provides supervision, guidance and multi-disciplined leadership to assigned design engineering staff. Evaluates and resolves clients needs and problems pertaining to system design and performance. May serve as a primary interface with clients on technical problems and issues. Is familiar with appropriate engineering discipline based standards and specifications. Identifies, evaluates, and implements technology to integrate systems and interface with customers and suppliers. Coordinates the efforts of multiple engineering technical teams/persons to achieve optimum overall results in a timely manner and at minimum cost. Uses methodologies and tools for design and operational engineering efforts which include, but are not limited to, problem resolution efforts, including project management, project scheduling, CAD, IV&V procedures, and computer-based modeling and simulation where required.

Minimum Education - Minimum/General Experience: Ph.D. and twelve years of relevant engineering experience

SENIOR DESIGN ENGINEER - Functional Responsibility: Evaluates and resolves client needs/problems/issues pertaining to engineering and/or system design and performance. Provides supervision and guidance to other engineering, technicians and support personnel assigned. Assigns work to Staff Engineers, monitors ongoing efforts, and provide recommendations to resolve discrepancies noted. Assist in the formulation of engineering requirements, analyzes proposed solutions, and/or approaches, recommends and develops designs, develops test plans, and conducts tests as needed. Provides highly specialized comprehensive advanced technical knowledge in formulating new concepts or methods in the design engineering specialty field. Recommends and uses standards-based methodologies and tools for design and operational engineering efforts.

Minimum Education - Minimum/General Experience: Master's degree and eight years of relevant engineering experience.

DESIGN ENGINEER - Functional Responsibility: Provides guidance and multi-disciplined leadership to assigned engineering and technical personnel. Evaluates/designs/resolves client needs/problems/ issues pertaining to engineering system design and performance. Provides supervision and guidance to assigned support personnel. Assigns work to Junior Design Engineers and Engineering Technicians, monitors ongoing efforts, and provides recommendations to resolve any discrepancies noted. Uses methodologies and tools for design and operational engineering efforts which include, but are not limited to, problem resolution efforts, including project management, project scheduling, CAD, IV&V procedures, and computer-based modeling and simulation where required.

For Marine Engineering tasks: - Functional Responsibility: Evaluates/designs/resolves client needs/problems/issues pertaining to marine engineering design and performance. Assists Marine Architects in design and operational engineering efforts. Analyzes proposed solutions, and/or approaches; recommends, develops, designs, develops test plans, and conducts tests as needed.

Minimum Education - Minimum/General Experience: Master's degree and six years of relevant engineering experience.

JUNIOR DESIGN ENGINEER - Functional Responsibility: Works on discreet engineering tasks assigned by Design or Senior Design Engineers. Works on evaluation and/or resolution of client needs/problems pertaining to the engineering task assigned. Provides supervision and guidance to assigned engineering aids, technicians and support personnel. Coordinates with counterparts for inter-team dialog, integration, installation and testing to achieve optimum engineering task results. Makes recommendations to engineering supervisor including standards, methodologies and tools to be used in task completion. Occasionally is permitted to work independently with appropriate guidance from senior engineering staff members. Remediate problems and refines recommended solutions using relevant tools and methodologies, including computer-based tools where appropriate. Assists in the formulation of engineering requirements, analyzes proposed solutions, and/or approaches; recommends, develops, designs, develops test plans, and conducts tests as needed. Is familiar with a broad spectrum of standards, pertinent tools and technologies as appropriate to accomplish assigned tasking.

Minimum Education - Minimum/General Experience: Bachelor's degree and three years of relevant engineering experience.

PRINCIPAL ENGINEER - Functional Responsibility: Leads technical teams in the accomplishment of engineering efforts on large-scale programs at the system level. Responsible for the technical approach and execution of all technical tasking in support of such programs. Performs as Technical Director on program level contracts.

Minimum Education - Minimum/General Experience: A senior technical staff member with 15+ years experience performing engineering tasking. A minimum of five years experienced as a technical task team leader and experienced in independent research. Bachelor's degree in an engineering discipline.

SENIOR ENGINEER - Functional Responsibility: Performs as technical task leader on large-scale programs at the system and subsystem level. Responsible for the technical execution of tasking at the system and subsystem level. Works independently with little to no supervision on engineering tasks. Performs as Technical Director on project level contracts. Performs engineering tasking as a member of a technical team. Is responsible for specific work packages within a technical team. Reports to a technical team leader for direction

Minimum Education - Minimum/General Experience: A technical staff member with 10+ years experience in performing increasingly more complex engineering tasking at the system and subsystem level. Experienced as a technical task team leader. Bachelor's degree in an engineering discipline.

ENGINEER - Functional Responsibility: Performs engineering tasking as a member of a technical team. Is responsible for specific work packages within a technical team. Reports to a technical team leader for direction.

Minimum Education - Minimum/General Experience: A technical staff member with entry level to 10 years experience performing engineering tasking as part of a technical team. Experience in moderate to large-scale systems with varying degrees of complexity. Bachelor's degree in an engineering discipline.

PRINCIPAL COMPUTER SPECIALIST - Functional Responsibility: Leads technical teams in the accomplishment of computer based tasks on large-scale programs at the system level. Responsible for the technical approach and execution of all related tasking in support of such programs. Performs as an independent consultant to clients as a subject matter expert.

Minimum Education - Minimum/General Experience: A senior technical staff member with 15+ years experience performing tasking with embedded processors, computers compilers, and operating systems. A minimum of 5 years as a technical task team leader. Often works in independent studies. Bachelor's degree in Computer Science or equivalent studies.

SENIOR COMPUTER SPECIALIST - Functional Responsibility: Performs as technical task leader on computer based efforts for moderate to large-scale systems and programs. Responsible for the technical execution of tasking at the system and subsystem levels. Works independently with little to no supervision.

Minimum Education - Minimum/General Experience: A technical staff member with 10+ years experience in performing increasingly more complex tasking in the design, development, integration, and support of microprocessor/computer based systems. Experienced as a technical task team leader. Bachelor's degree in Computer Science or equivalent studies.

COMPUTER SPECIALIST - Functional Responsibility: Performs computer based tasking as a member of a technical team. Is responsible for specific work packages within a technical team. Reports to a technical team leader for direction.

Minimum Education - Minimum/General Experience: A technical staff member with entry level to 10 years experience performing tasking in support of microprocessor/computer based systems. Experience with moderate to large-scale system and their associated processors and operating systems. Bachelor's degree in Computer Science or equivalent studies.

PRINCIPAL MANAGEMENT ANALYST - Functional Responsibility: Provides leadership and liaison between separate discipline teams, senior management, or senior level client personnel. Plans, develops and administers policies covering several broad functional areas, engineering disciplines, or key contracts. Oversees the work of staff, which includes management and senior level professionals. Possesses demonstrated experience and guides staff in multiple or emerging engineering or technology disciplines. Analyzes areas of concern and presents feasible alternatives and recommendations based on thorough research and analysis. Conducts interviews to retrieve essential information. Ensures deliverable products are compliant with appropriate standards and/or specifications. Collects, compiles, and assembles data for financial and analytical documents and reports.

Minimum Education - Minimum/General Experience: Ph.D. or ten years of general experience and fifteen years of management experience.

SENIOR MANAGEMENT ANALYST - Functional Responsibility: Conducts logical analyses of management problems and plans. Develops and administers policies covering several broad functional areas, engineering disciplines, or key contracts. Oversees the work of staff, which includes management and senior level professionals. Possesses demonstrated experience and guides staff in multiple or emerging engineering or technology disciplines. Analyzes areas of concern and presents feasible alternatives and recommendations based on thorough research and analysis. Conducts interviews to retrieve essential information. Ensures deliverable products are compliant with appropriate standards and/or specifications. Collects, compiles, and assembles data for financial and analytical documents and reports.

Minimum Education - Minimum/General Experience: Master's degree or ten years of general experience and thirteen years of management experience.

MANAGEMENT ANALYST - Functional Responsibility: Plans, develops and administers policies covering several broad functional areas or key contracts. Oversees the work of staff including management and senior level professionals. Analyzes areas of concern and presents feasible alternatives and recommendations based on thorough research and analysis. Conducts interviews to retrieve essential information. Collects, compiles, and assembles data for financial and analytical documents and reports.

Minimum Education - Minimum/General Experience: Master's degree or ten years of general experience and ten years of management experience.

PRINCIPAL ANALYST - Functional Responsibility: Leads technical teams in the accomplishment of analytical efforts and development of engineering support products for large-scale programs at the system level. Responsible for the technical approach and execution of all related tasking in support of such programs. Performs as an independent consultant to clients as a subject matter expert.

Minimum Education - Minimum/General Experience: A senior technical staff member with 15+ years experience performing analytical studies in support of complex, large scale systems and associated programs. A minimum of five years experience as a technical task leader. Experienced in performing independent analysis. Bachelor's degree in a technical or business discipline.

SENIOR ANALYST - Functional Responsibility: Performs as technical task leader on analytical efforts and development of engineering support products for moderate to large-scale systems and programs. Responsible for the technical execution of tasking at the system and subsystem levels. Works independently with little to no supervision on analytical studies.

Minimum Education - Minimum/General Experience: A technical staff member with 10+ years experience in performing increasingly more complex analysis on moderate to large-scale systems and programs. Experienced as a technical task team leader. Bachelor's degree in a technical or business discipline.

ANALYST - Functional Responsibility: Performs analytical tasking as a member of a technical team. Is responsible for specific work packages within a technical team. Reports to a technical team leader for direction.

Minimum Education - Minimum/General Experience: A technical staff member with entry level to 10 years experience performing analytical tasking as part of a technical team. Experience in moderate to large-scale system and associated programs. Bachelor's degree in a technical or business discipline.

SENIOR FINANCIAL ANALYST - Functional Requirements: Responsible for the direct supervision of the financial staff engaged in various financial functions such as budgeting, auditing, forecasting, and analysis. Is the primary liaison between the company and various Government agencies during audits, ensuring understanding of financial data, methodology, and applicability under appropriate government regulations. Conducts financial studies to review project cost against budgeted funds, evaluates controls on labor, overhead, and general and administrative expenditures, identifies trends and develops measures to ensure budgets are not exceeded. Performs costing for projects, creates forecasting models and analyzes financial data. Maintains program budgets using cost and scheduling tools including the development of budgets based on cost drivers and keeps track of cost records and comparisons. Creates and maintains statistical data to inform management of current events and complex problems throughout the organization.

Minimum Education - Minimum/General Experience: Bachelor's degree and nine years of relevant experience.

FINANCIAL ANALYST - Functional Requirements: Conducts assigned financial studies, analyzes various costing schedules and performs costing for assigned project(s). Assists in developing forecasting models. Analyzes financial data, prepares monthly reports that provide feedback for customers and management. Maintains program budgets for assigned project(s) using cost and scheduling tools. Creates and maintains statistical data for assigned project(s). Provides specialized financial guidance to clients. Identifies trends and develops measures to ensure budget milestones are not exceeded. Supervises and assigns work to Junior Financial Analysts, monitors ongoing efforts and provides recommendations to resolve any discrepancies noted.

Minimum Education - Minimum/General Experience: Bachelor's degree and five years of relevant experience.

JUNIOR FINANCIAL ANALYST - Functional Requirements: Plans, develops and analyzes various costing schedules for assigned project(s). Maintains program budgets using cost and scheduling tools for assigned project(s). Creates and maintains statistical data for assigned project(s). Conducts financial studies and analyses as assigned.

Minimum Education - Minimum/General Experience: Bachelor's degree and one year of relevant experience.

SENIOR CONTRACTS SPECIALIST- Functional Responsibility: Provides supervision, guidance and leadership to assigned Contract Specialist staff. Reviews performance requirements and delivery schedules. Reviews documentation to authorize direct work in accordance with contractual specifications. Provides general contractual and legal expertise in support of technology tasks. Responsibilities include but are not limited to: reviewing and providing comment to binding contractual documentation, researching federal, state, and local regulations, and monitoring tasks as they are executed to ensure compliance with all pertinent governing documentation.

Minimum Education - Minimum/General Experience: Bachelor's degree and eight years of experience.

CONTRACTS SPECIALIST- Functional Responsibility: Monitors performance for conformance to original proposal, maintains continual reviews to ensure that all terms and conditions are met and that the contract is in accordance with legal requirements, customer specifications and government regulations. Prepares special reports and analyses as required. May provide work leadership for lower level personnel. Issues contract and financial program documents. Prepare bids, process specifications, test and progress reports, and other exhibits that may be required
Minimum Education - Minimum/General Experience: Bachelor's degree and five years of experience.

JUNIOR CONTRACTS SPECIALIST- Functional Responsibility: Conducts contract negotiations and administration of routine contracts. Analyzes estimates of service, material, equipment and production costs. Reviews performance requirements ensuring contract is in accordance with legal requirements, customer's specifications and Government regulations. Provides general contractual and legal expertise in support of technology tasks.
Minimum Education - Minimum/General Experience: Associate's degree and two years of experience.

ORGANIZATION DEVELOPMENT MANAGER - Functional Responsibility: The Organization Development Manager is responsible for assisting agencies in organizing and managing their systems development and other related services in a multi-vendor environment. Duties include directing tasks related to organization analysis, task analysis, training needs assessment, and the development of training curriculums.
Minimum Education - Minimum/General Experience: Master's degree and five years experience in organization development (including analysis of organizational functions, developing performance criteria and measurements, designing training plans and curriculums, and conducting training).

ORGANIZATIONAL DEVELOPMENT SPECIALIST - Functional Responsibility: The Organizational Development Specialist shall support tasks related to organization analysis, development of operating procedures, training needs assessment, and training.
Minimum Education - Minimum/General Experience: Bachelor's degree and three years of experience in analysis of organizational functions, developing operating procedures, developing performance criteria and measurements, developing training curriculums, and conducting training.

SENIOR INSTRUCTOR - Functional Responsibility: Prepares lesson plans, handouts, and syllabi. Performs general technical classroom instruction.
Minimum Education - Minimum/General Experience: Bachelor's degree in Engineering, Science, Business, Education, Psychology, or related field and seven years of experience pertaining to the appropriate discipline.

INSTRUCTOR - Functional Responsibility: Using course material, provides instruction to clients as specified in orders. Prepares material including handouts, completion certificates and course critique forms. Assists the Senior Instructor in the conduct of formal classroom courses, workshops, and seminars, as needed.
Minimum Education - Minimum/General Experience: Bachelor's degree in Engineering, Science, Business, Education, Psychology, or related field and four years of experience pertaining to the appropriate discipline.

ASSISTANT INSTRUCTOR - Functional Responsibility: Assists in the preparation of lesson plans, handouts, and syllabi. Performs general technical classroom instruction under the direction of the Senior Instructor or Instructor.
Minimum Education - Minimum/General Experience: Bachelor's degree in Engineering, Science, Business, Education, Psychology, or related field and one year of experience pertaining to the appropriate discipline.

QUALITY ASSURANCE MANAGER - Functional Responsibility: Provides leadership and guidance to the quality assurance and quality control staff. Plans, develops and administers standards compliant quality policies covering organization-wide areas, multi-disciplined engineering programs or key contracts. Assigns work to and oversee the work of staff, which includes management and senior level

professionals. Reviews project development documentation to ensure specifications are designed to meet inspection and testing standards. Initiates corrective action for procedural, product, or process deficiencies. Analyzes organizational procedures work instructions and develops test suites and identifies feasible alternatives based on thorough research and analysis. Conducts interviews and audits to retrieve essential quality information. Collects, compiles and assembles quality records for analytical documents and reports.

Minimum Education - Minimum/General Experience: Master's degree or ten years of general experience, and eight years of management experience.

SENIOR QUALITY ASSURANCE ANALYST - Functional Responsibility: Plans, develops and administers quality policies covering organization-wide areas or key contracts. Oversees the work of staff, which includes management and senior level professionals. Analyzes organizational procedures work instructions and develops feasible alternatives based on thorough research and analysis. Leads test suite based efforts to ensure specifications and/or standards compliance. Conducts interviews and audits to retrieve essential quality information. Collects, compiles and assembles quality records for analytical documents and reports.

Minimum Education - Minimum/General Experience: Bachelor's degree and eight years experience.

QUALITY ASSURANCE ANALYST - Functional Responsibility: Carries out test procedures to ensure that all engineering or systems products and services meet minimum specified standards and end-user requirements. Thoroughly tests subsystems to ensure proper form, fit, functional operation and freedom from defects. Documents all problems and works to resolve them; reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Performs workflow analysis and recommends quality improvements.

Minimum Education - Minimum/General Experience: Bachelor's degree and five years of experience.

JUNIOR QUALITY ASSURANCE ANALYST - Functional Responsibility: Assists in the planning, developing, and administration of quality policies covering specific organizational areas and task responsibilities. Acts as liaison between technical staff and senior management. Takes direction from superiors in the conduct of tests in accordance with pre-accepted test plans. Performs analyses of organizational work procedures, developing feasible alternatives based on thorough research. Participates in interviews and audits to retrieve essential quality information. Conducts reviews of work in process to measure performance against agreed upon milestone requirements, and reviews deliverables to ensure compliance with contract requirements.

Minimum Education - Minimum/General Experience: Bachelor's degree and two years relevant experience.

SENIOR CONFIGURATION MANAGER - Functional Responsibility: Responsible for the direct supervision of the configuration management staff. Identifies requirements and coordinates the development and implementation of configuration management systems. Provides planning support in the areas of configuration management documentation and control and status accounting. Coordinates and evaluates the configuration management requirements and efforts. Selects and uses appropriate computer-based tools for physical asset, engineering drawings, or other client corporate assets to be managed. Establishes criteria for configuration management databases. Develops and provides oversight for Configuration Management Plans and Change Management Plans. Develops appropriate physical disaster backup capability and ensures traceability. Recommends changes and improvements to configuration management systems.

Minimum Education - Minimum/General Experience: Bachelor's degree and five years relevant experience.

CONFIGURATION MANAGER - Functional Responsibility: Identifies for and assists clients in developing and implementing configuration management systems. Assist in the preparation of basic system specifications including procedures for establishing change order reporting requirements, authorization and documentation. Analyzes change orders and interprets policies for reporting product design changes. Organizes configuration management documents required for audits and client meetings.

Prepares change packages for inspection by client personnel. Maintains appropriate configuration schedules, budgets, and design records. Prepares and distributes status accounting reports.

Minimum Education - Minimum/General Experience: Bachelor's degree and three years relevant experience.

SENIOR CONFIGURATION MANAGEMENT SPECIALIST - Functional Responsibility: Reviews applicable COTS tools. Develops and maintains configuration databases for physical assets, equipment, engineering drawings, documentation, systems and subsystems. Reviews all system and equipment changes for configuration impacts. Ensures all configuration changes proposed meet established criteria.

Minimum Education - Minimum/General Experience: Associate's degree and seven years of relevant experience.

CONFIGURATION MANAGEMENT SPECIALIST - Functional Responsibility: Develops and maintains configuration databases for physical assets, equipment, engineering drawings, documentation, systems and subsystems. Uses computer-based tools to maintain inventory of assets, enables traceability by recording upgrades and maintaining asset history and location. Reviews all system and equipment changes for configuration impacts. Ensures all configuration changes proposed meet established criteria.

Minimum Education - Minimum/General Experience: Associate's degree and four years of relevant experience.

JUNIOR CONFIGURATION MANAGEMENT SPECIALIST - Functional Responsibility: Maintains accurate inventory of all configurations managed assets. Maintains configuration management databases. Reviews all system and equipment changes for configuration impacts. Reports all anomalies to his/her immediate supervisor. Ensures all configuration changes proposed meet established criteria.

Minimum Education - Minimum/General Experience: Associate's degree and one year of relevant experience.

SENIOR LOGISTICIAN I - Functional Responsibility: Provides leadership to programmatic multi-discipline logistics issues. Directs and coordinates logistics program activities. Analyzes and evaluates design concepts to determine if concepts satisfy support requirements. Studies the relative supportability of alternative concepts. Determines logistics support sequences and time phasing. Anticipates logistic problems related to operational areas and environmental and human factors. Determines contingency requirements and solutions. May design and conduct research or technical studies to support logistic functions. Coordinates logistics efforts for programs, projects, tasks or systems supported. Recommends and oversees logistics database efforts. Recommends methodologies and techniques to meet established levels of logistics support. Coordinates the development and use of computer-based tools, including modeling, to improve logistics support. Provides reports as required by senior staff or client personnel.

Minimum Education - Minimum/General Experience: Bachelor's degree and eight years of relevant experience.

SENIOR LOGISTICIAN II - Functional Responsibility: Supports logistic tasking as a member of a technical team. Supports task that require logistics planning preparation on large-scale systems and subsystems. Performs as lead logistician on task assignments, provides direction to other logisticians.

Minimum Education - Minimum/General Experience: Ten or more years experience in performing logistical functions in support of large scale, complex systems. Experienced in various assets of logistics including supply support, sparing, training, shipping, handling, tracking, configuration management and configuration control. High school diploma or GED.

LOGISTICIAN - Functional Responsibility: Supports logistic tasking as a member of a technical team. Supports tasks that require logistics planning preparation on moderate to large-scale systems and subsystems. Reports to a technical team leader engineer or senior logistician for tasking.

Minimum Education - Minimum/General Experience: Entry level to ten years experience in performing logistical functions in support of moderate to large-scale complex systems. Experienced in some assets of logistics functions including supply support, sparing, training, shipping, handling, tracking, configuration management and configuration control. High school diploma or GED.

SENIOR ENGINEERING TECHNICIAN - Functional Responsibility: Provides data analysis, planning, researching, instruction and testing procedures associated with calibration laboratories, test and monitoring systems, and inventory control and allowancing programs, as well as a thorough knowledge of industry and Military Standards. Supervises and assigns work to Engineering Technicians. Must perform with minimum supervision. For Marine Engineering Tasks. Performs repair, de-installation, installation and testing in a variety of skilled positions such as machinist, pipefitting, HVAC, hydraulics, and welding. Is familiar with, and leads installation, maintenance, upgrade, and testing efforts for hull, fire control, weapons, cooling, propulsion communications, and other systems. Repairs engineering problems in accordance with procedures and standards of work assigned. Executes recommended solutions using relevant tools and methodology. Assists in gathering data to formulate engineering requirements, analyzes proposed solutions, and/or approaches; makes shipboard engineering change recommendations, and conducts tests as needed. Assigns work to Technicians, monitors ongoing efforts, and provides recommendations to resolve any discrepancies noted. Has a working knowledge of a broad spectrum of standards, pertinent tools and technologies as appropriate to accomplish assigned tasking.

Minimum Education - Minimum/General Experience: Associate's degree in business, management, or mechanical/electrical engineering required with a minimum of twelve years experience.

Specialized Experience: Metrology Senior Engineering Technicians - Minimum of eight years management and/or supervision of programs. Experience must demonstrate experience with on-site supervision, as well as effective control and coordination of personnel and tasks.

ENGINEERING TECHNICIAN - Functional Responsibility: Provides planning, researching, instruction and testing procedures associated with calibration laboratories, test and monitoring systems, or inventory control and allowancing programs as well as a thorough knowledge of industry and Military Standards. Executes assignments received from Senior Engineering Technician using relevant tools and methodology. Has a working knowledge of a broad spectrum of standards, pertinent tools and technologies as appropriate to accomplish assigned tasks. Provides requisite reports and schedules to engineering management. May perform shipboard repair, de-installation, installation and testing in a variety of skilled positions such as machinist, pipefitting, HVAC, hydraulics, and welding. Is familiar with installation, maintenance, upgrade, and testing of hull, fire control, weapons, cooling, propulsion, communications and other marine systems. Repair engineering problems in accordance with procedures and standards of work assigned. Executes assignments received from Senior Engineering Technician using relevant tools and methodology. Gathers data to formulate engineering requirements, analyzes proposed solutions, and/or approaches; makes recommendations for shipboard engineering change recommendations, and conducts tests as needed. Reports and provides recommendations to resolve any discrepancies noted. Has a working knowledge of a broad spectrum of standards, pertinent tools and technologies as appropriate to accomplish assigned tasking. May work as a project scheduler by preparing draft and final-form schedule and supporting documents. Provides requisite reports and schedules to engineering management.

Minimum Education - Minimum/General Experience: Must be a High School graduate and have five years of experience working on engineering tasks/projects. Must be able to perform quick and accurate comparisons of two or more data sets and present the results in a clear and applicable format.

SENIOR TECHNICIAN - Functional Responsibility: Supports engineering tasking as a member of a technical team. Support tasks that require electrical, electronic or mechanical knowledge in the testing installation, maintenance, fabrication and/or repair of systems, subsystems, components or equipment. Performs as lead technician on field assignments, provides direction to other technicians.

Minimum Education - Minimum/General Experience: Ten or more years experienced in technical support on large-scale complex systems. Experience with electrical, electronic or mechanical systems and ancillary support equipment, such as meters scopes and other test tools. High school diploma or GED.

TECHNICIAN - Functional Responsibility: Supports engineering tasking as a member of a technical team. Supports tasks that require electrical, electronic or mechanical knowledge in the testing installation, maintenance, fabrication and/or repair of systems, subsystems, components or equipments. Reports to a technical team leader, engineer or senior technician for tasking.

Minimum Education - Minimum/General Experience: Entry level to 10 years experience in technical support on moderate to large-scale systems and subsystems. Experienced in the operation and maintenance of electrical, electronic and mechanical systems. Knowledgeable in the use of supporting equipment and tools. High school diploma or GED.

SENIOR TECHNICAL DRAFTSMAN - Functional Responsibility: Directs and coordinates the work activities of Draftsman and other assigned staff. Schedules work and reviews completed work assignments. Defines and clarifies work requirements with clients. Prepares working plans, detailed drawings and complete mechanical or electric drawings of complex components and assemblies from notes, verbal instructions and rough or detailed sketches for engineering or manufacturing purposes. Makes engineering computations, writes specifications and makes adjustment.

Minimum Education - Minimum/General Experience: Must be a high school graduate and have two additional years of education or technical training, to include computer-aided drafting. Must have a minimum of six years experience in technical drafting. Must be knowledgeable, capable, and experienced in the use of computer based drafting tools (i.e., AUTOCAD).

TECHNICAL DRAFTSMAN - Functional Responsibility: Develops complete major layout and engineering drawings of components and assemblies such as schematics, interconnect lists, parts breakdown, printed circuit board layouts, wire lists, etc., from notes, rough sketches or general instructions of engineer and designers. May take measurements or make observations of shop and field installations. Makes routine engineering computations, prepares specifications, and makes adjustments in drawings and specifications. Prepares material lists and engineering orders, change requests, etc.

Minimum Education - Minimum/General Experience: Must be a high school graduate and a minimum of four years experience in technical drafting. Must be knowledgeable, capable, and experienced in the use of computer based drafting tools (i.e., AUTOCAD).

SENIOR TECHNICAL WRITER - Functional Responsibility: Provides leadership and guidance to technical writing staff. Assigns work and oversees program efforts. Ensures lexicon used is consistent with engineering discipline being served. Collects and organizes information required for preparation of technical publications. Provides outline of contents of technical publications, prepares written text, coordinates layout and organization of documents, obtains and interprets necessary data, drawings, and specifications through research and liaison with technical staff. May provide work guidance to lower level personnel. Prepares user guides and other technical documentation for presentations.

Minimum Education - Minimum/General Experience: Bachelor's degree and five years of experience.

TECHNICAL/ADMINISTRATIVE SUPPORT - Functional Responsibility: Performs tasking in support of a technical team. Tasking may be technical or administrative. All tasking performed under direct supervision.

Minimum Education - Minimum/General Experience: Experienced in support of technical tasking or administrative support. Technical tasking may include graphic arts, illustration, data collection and fusion or technical writing/editing. Administrative tasking may include word processing, typing or filing. High school diploma or GED.

SKILLED TRADESMAN - Functional Responsibility: Performs tasking based on work orders and is under the direction of a technical team member. Works as a member of a technical team or separately under direct supervision.

Minimum Education - Minimum/General Experience: Experienced in tasking which requires skills and physical ability. Able to read and execute plans, layout drawings, blueprints, and schematics. Experienced in use of manual and power tools, and operation of machinery. High school diploma or GED.

HELPER - Functional Responsibility: Receives work assignments and direction from management or engineering staff. Performs unskilled functions not requiring college or technical training in a given engineering discipline.

Minimum Education - Minimum/General Experience: Must be a High School graduate.

DRIVER - Functional Responsibility: Receives work assignments and direction from management or engineering staff. Is licensed according to the types of vehicles assigned to drive.

Minimum Education - Minimum/General Experience: Must be a High School graduate and have three years of accident-free driving experience.

EQUIPMENT OPERATOR - Functional Responsibility: Receives work assignments and direction from management or engineering staff. Is trained and licensed (if necessary) according to the types of heavy equipment assigned to operate.

Minimum Education - Minimum/General Experience: Must be a High School graduate and have three years of accident-free equipment operating experience.

PES Allowable Substitutions

Table 1 presents the allowable substitutions based on education and experience.

Table 1. Education/Experience Substitution Table

Degree	Degree and Experience Substitution	Related Experience Substitution
Associate's	2 YEARS	2 Years
Bachelor's	Associate's + 2 Years	4 Years
Master's	Bachelor's + 2 Years	6 Years
Doctorate	Master's + 2 Years	8 Years

PES Labor Category Grades

Table 2 presents the years of experience necessary to be slotted in a specific grade for those individuals that meet the basic education requirement for that category. Note: Table 1 presents the allowable substitutions based on education and experience. For example, an engineer with a BS (minimum educational requirement) and 5 years of experience will be slotted as an Engineer II. An engineer with a MS and 5 years of experience will be slotted as an Engineer I.

Table 2. Labor Category/Years Experience

Labor Category Grade	Labor Category			
	Engineer Expert	Program Manager	Project Manager	Corporate Scientist/Eng
I	15+	20+	12+	30+
II	12 – 15	15 – 20	10 – 12	25 - 30
III	10 – 12	12 – 15	8 – 10	20 - 25
IV	—	10 – 12	—	—
	Scientist (Biology)	Biomedical Engineer	Biomedical Technician	Physicist
Principal	10+	6+	—	6+
Senior	8 – 10	6+	6+	3+
Staff/General	6+	3 – 6	3+	3+
Junior	—	—	1+	1 – 3
	Scientist	Laboratory Technologist	Design Engineer	Management Analyst
Principal	6+	—	12+	10+
Senior	6+	3+	8+	10+
Staff/General	3 – 6	1+	6 – 8	10+
Junior	—	—	3+	—
	Engineer	Computer Specialist	Analyst	Logistician
Principal I	20+	—	20+	—
Principal II	15 – 20	15+	15 – 20	—
Senior I	12 – 15	12 – 15	12 – 15	8+
Senior II	10 – 12	10 – 12	10 – 12	10+
I	7 – 10	5 – 10	7 – 10	5 – 10
II	4 – 6	0 – 5	3 – 7	0 – 5
III	2 – 4	—	0 – 3	—
IV	0 – 2	—	—	—

	Financial Analyst	Contracts Specialist	Design Engineer	Instructor
Principal	—	—	12+	—
Senior	9+	8+	8+	7+
Staff/General	5 – 9	5 – 8	6 – 8	4 – 7
Junior/Asst	1 – 5	2+	3+	1 – 4
	Organizational Development	Configuration Management		
Sr. Manager	—	5+		
Manager	5+	3 – 5		
Sr. Specialist	—	7+		
Specialist	3+	4 – 7		
Jr. Specialist		1 – 4		
	Quality Assurance			
Manager	10+			
Sr. Analyst	8+			
Analyst	5 – 8			
Jr. Analyst	2 – 5			
	Tech/Admin Support	Technician	Skilled Tradesman	Helper
Sr. Engineering	—	12+	—	—
Engineering	—	5+	—	—
Senior I	—	12+	—	—
Senior II	—	10 – 12	—	—
I	10+	5 – 10	6 – 10	—
II	8 – 10	0 – 5	4 – 6	—
III	6 – 8	—	2 – 4	—
IV	4 – 6	—	0 – 2	—
V	2 – 4	—	—	—
VI	0 – 2	—	—	—
	Technical Draftsman	Technical Writer	Driver	Equipment Operator
Senior	6+	5+	—	
Staff/General	4 – 6	—	3+	3+