Federal Supply Service

Authorized Federal Supply Schedule Price List
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION
TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

SIN 54151S Information Technology Professional Services
SIN 518210C Cloud Computing and Cloud-Related IT Professional Services
SIN 561320 Temporary Staffing Services

Multiple Award Schedule Contract 14QTCA17D000C for Information Technology
GS-35F-553GA

Contract Period: July 19, 2017 through July 18, 2027
Current through Modification # PS-0033, effective 7/18/2025

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

ADG TECH CONSULTING, LLC

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Email: contracts@adgtech.net
website: www.adgtech.net
SBA Certified Small Disadvantaged Business (SDB)

Taxpayer Identification Number (TIN): 200861144, Cage Code: 3W3W8

Prices Shown Herein are Net (discount deducted)

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

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Information for Ordering Activities

1. **Awarded SINs:**
   a. **Table of awarded special item numbers**

SIN	SIN Title
54151S	Information Technology Professional Services – SUBJECT TO COOPERATIVE PURCHASING.
518210C	Cloud Computing and Cloud-Related IT Professional Services
561320	Temporary Staffing Services

   b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price.
   See Appendix B - Labor Rates Price List.

   c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. See Appendix A - Labor Category Descriptions.

2. **Maximum order***

SIN	Maximum Order
54151S- Information Technology Professional Services – SUBJECT TO COOPERATIVE PURCHASING.	$500,000.00
518210C- Cloud Computing and Cloud-Related IT Professional Services	$500,000.00
561320- Temporary Staffing Services	$250,000.00

3. **Minimum order**

SIN	Minimum Order
54151S- Information Technology Professional Services – SUBJECT TO COOPERATIVE PURCHASING.	$100.00
518210C- Cloud Computing and Cloud-Related IT Professional Services	$100.00
561320- Temporary Staffing Services	$100.00

4. **Geographic Scope of Contract: Worldwide**

5. **Point(s) of Production:** United States of America. Foreign Items – None.

6. **Discounts**

   a. **Discount from List Prices**: Prices shown are NET prices; Basic Discounts have been deducted.

7. **Quantity Discount** – None

8. **Prompt payment terms** – 2% Net 10 days.

9. **Government Purchase Card Acceptance**

   Government Purchase cards are accepted at or below the micro purchase threshold and above the micro purchase threshold.

10. **Foreign items (list by country of origin):** N/A
    a. **Time of Delivery:** ADG Tech will deliver IT Services in accordance with a schedule mutually determined between the ordering agency and ADG Tech. The agreed upon delivery time will be negotiated at the task order level.

    b. **Expedited Delivery:** ADG Tech will deliver IT Services on an expedited basis in accordance with a schedule mutually determined between the ordering agency and ADG Tech, negotiated at the task order level.

    c. **Overnight and 2-day delivery:** ADG Tech will deliver IT Services overnight and two (2) day delivery times in accordance with a schedule mutually determined between the ordering agency and ADG Tech, negotiated at the task order level.

    d. **Urgent Requirements:** ADG Tech will deliver IT services urgent requirements in accordance with a schedule mutually determined between the ordering agency and ADG Tech, negotiated at the task order level.

11. **F.O.B. Points:** Destination

12. **Ordering Address and Payment Information**
    a. **Ordering address:**   ADG Tech Consulting
       Attention: Sandip Ghosh 171 Elden Street,
                                   Suite 3C2
                                   Herndon, VA 20170
                                   Phone: 703-825-1210
                                   Email: contracts@adgtech.net

    b. **Ordering Procedures for Federal Supply Schedule Contracts**

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

13. **Payment address:**   **Via Check / U.S. Mail**
                                       ADG Tech Consulting, LLC
                                       Attention: Accounts Receivables
                                       6708 Rockledge Place
                                       Centreville, VA 20121

                                       ACH Payments
                                       ADG Tech Consulting
                                       CITIBANK
                                       ABA Routing Number: See Invoice
                                       Account Number: See Invoice

14. **Warranty Provision:** Standard Commercial Warranty.
15. **Export Packing Charges:** N/A
16. **Terms and Conditions of Rental, Maintenance and Repair:** N/A
17. **Terms and conditions of installation:** N/A
18. **a. Terms and Conditions of repair parts indicating date of parts price lists and any other discounts: N/A**

    b. Terms and Conditions of any other services: N/A

19. **Lists of Service and Distribution points:** N/A
20. **Lists of Participating Dealers:** N/A
21. **Preventive Maintenance:** N/A
22. **Special Attributes:**
    a. Recycled content, energy efficiency: N/A
    b. 508 Compliance information: information will be provided to each order.

23. **Unique Entity Identifier (UEI):** QWD1F37BJGJ5
24. **Notification regarding registration in System for Award Management (SAM) database:**
    a. Contractor has an up to date registration in the System for Award Management (SAM) database

TERMS AND CONDITIONS APPLICABLE TO SIN 54151S INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES AND 518210C- CLOUD COMPUTING AND CLOUD RELATED IT SERVICES

*****NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.*

1.   **SCOPE**

a.   The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services and 518210C Cloud Computing and Cloud Related IT Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.

b.   The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2.   **PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

a.   Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

b.   The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c.   Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3.   **ORDER**

a.   Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b.   All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4.   **PERFORMANCE OF SERVICES**

a.   The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b.   The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c.   The ordering activity should include the criteria for satisfactory completion for each task

in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d.   Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5.   STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a)   The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

      (1)   Cancel the stop-work order; or

      (2)   Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b)   If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

      (1)   The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

      (2)   The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c)   If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d)   If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6.   INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS

(MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS ☐COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I ☐ OCT 2008)

(DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERINGACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OFINTEREST

a.   Definitions.

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b.   To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if

appropriate. Progress payments shall be based upon completion of defined milestones or interim products.

Invoices shall be submitted monthly for recurring services performed during the preceding month.

12.   PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e) (3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from thissolicitation.
(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
    (1) The offeror;
    (2) Subcontractors; and/or
    (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13.   RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14.   INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15.   APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

TERMS AND CONDITIONS APPLICABLE TO SIN 561320
TEMPORARY STAFFING SERVICES

561320 Includes temporary administrative and professional staffing.
Cooperative Purchasing: No
Set Aside: Yes
FSC/PSC Code :   R699
Maximum Order : $250,000

This SIN is strictly 100% set aside for small business concerns only.
The purpose of this SIN for temporary staffing is intended to provide Federal agencies with a temporary solution for staff augmentation & court reporting, transcription services; which would allow agencies to quickly respond to changing staffing requirements that arise when critical projects temporarily warrant more assistance or when key staff members are unavailable for work due to an emergency, accident, illness, family responsibilities, jury services, etc. Additionally, the service of court reporting and transcription services are included within this SIN.

The SIN occupations include but are NOT limited to;
·   Administrative Support & Clerical Occupations, General Services & Support
         Occupations, Recreation Occupations,
·   Information Technology Occupations,
·   General, Trade, Facility Services and Support Occupations,
·   Information and the Arts, Education and Training, and Miscellaneous Occupations,
·   All Professional Occupations.

Note: Conditions for use:

An agency may use private sector temporary help when one of the following short-term situations exists:
1. An employee is absent for a temporary period because of a personal need including emergency, accident, illness, parental or family responsibilities or mandatory jury service.
2. An agency must carry out work for a temporary period that cannot be delayed in the judgment of the agency because of a critical need.

These services shall not be used:
1. In lieu of the regular recruitment and hiring procedures under the civil service laws for permanent appointment in the competitive civil service.

2. To displace a Federal employee.
3. To circumvent controls on employment levels.
4. In lieu of appointing a surplus or displaced Federal employee as required by 5 CFR part 330, subpart F(Agency Career Transition Assistance Plan for Displaced Employees) and subpart G (Interagency Career Transition Assistance Plan for Displaced Employees).

Time limitations:
An agency may use a temporary help service firm(s) in a single situation, as defined in 5 CFR part 300.504, initially for no more than 120 workdays. Provided the situation continues to exist beyond the initial 120 workdays, the agency may extend its use of temporary help services up to the maximum limit of 240 workdays.
An individual employee of any temporary help firm may work at a major organizational element

(headquarters or field) of an agency for up to 120 workdays in a 24-month period. The 24-month period begins on the first day of assignment. An agency may make an exception for an individual to work up to a maximum of 240 workdays only when the agency has determined that using the services of the same individual for the same situation will prevent significant delay.

Service Contract Act and Health and Welfare
The Service Contract Act (SCA) applies to all nonprofessional services to be provided under this Schedule except for any pricing offered for services outside of the United States.
The SCA index of applicable wage determinations can be viewed at www.wdol.gov. Some of the proposed labor categories may be subject to the SCA (usually nonprofessional categories). As such, the Offeror should verify that its proposed base rates and fringe benefit rates for these labor categories meet or exceed the SCA wage determination rates and fringe benefits for the areas included in the geographic scope of the contract (i.e., nationwide);

When submitting Labor Categories subject to SCA Wage Determination, the offeror is required to provide rates for their intended places of performance along with any supporting documentation. The offeror should indicate any differences in WD base rates for proposal pricing, for instance if Accounting Clerk I is being proposed for a lower WD base rate than Janitor, the appropriate WD should be indicated. The contractor is responsible to adjust their proposal and for paying the appropriate WD for the locality for the intended performance local.

*In addition the contractor is required to make any modifications in the event their locality has changed

Offerors must comply with applicable SCA wage determination rates and fringe benefits regardless of the price proposed and awarded on any resultant Schedule contract. The Offeror may be required to submit supporting documentation for the proposed rates that will allow the contracting officer to conduct a cost analysis to determine that offered prices are fair and reasonable.
Schedule contractors must comply with the base rate and fringe benefit rate requirements of the prevailing rate SCA Wage Determination (WD) Revision Number currently incorporated into the GSA Schedule contract. No prevailing rate WD may be incorporated into a task order as the order may then be in conflict with the Schedule contract terms and conditions.

1.   **SCOPE**

a.   The prices, terms and conditions stated under Special Item Number 561320 Temporary Staffing apply exclusively to services within the scope of this CMAS Schedule.

b.   The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2.   **PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

a.   Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

b.   The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c.   Incentives should be designed to relate results achieved by the contractor to specified targets. To

the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3.   ORDER

a.   Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b.   All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4.   PERFORMANCE OF SERVICES

a.   The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b.   The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c.   The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d.   Any Contractor travel required in the performance of Temporary Staffing must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5.   STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a)   The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

> (1)   Cancel the stop-work order; or

> (2)   Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b)   If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in

writing, accordingly, if-

> (1)   The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

> (2)   The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c)   If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d)   If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6.   INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7.   RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8.   RESPONSIBILITIES OF THE ORDERINGACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite Temporary Staffing.

9.   INDEPENDENT CONTRACTOR

All Temporary Staffing performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10.   ORGANIZATIONAL CONFLICTS OF INTEREST

a.   Definitions.

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or

any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b.   To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11.   INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for Temporary Staffing. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products.

Invoices shall be submitted monthly for recurring services performed during the preceding month.

12.   PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e) (3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
        (1) The offeror;

        (2) Subcontractors; and/or

        (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13.   RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF TEMPORARY STAFFING AND PRICING

a.   The Contractor shall provide a description of each type of Temporary Service offered under Special Item Number 561320. Temporary Staffing should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b.   Pricing for all Temporary Staffing shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

> Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

> Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

> Minimum Education: Bachelor's Degree in Computer Science

The labor category definitions in our Pricelist describe the functional responsibilities, education, and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category.

Appendix A: SIN 54151S IT Professional Services Labor Category Descriptions

Labor Category Title	SIN 54151S IT Labor Category Descriptions Effective April 3, 2023
Applications Programmer - Level I	*Minimum/General Experience:* Position requires 3 years IT experience plus 2 years in applications programming. *Functional Experience:* Designs, codes, tests, debugs, and documents software applications and components. *Minimum Education*: Bachelor's degree
Applications Programmer - Level II	*Minimum/General Experience:* Position requires 4 years experience in IT plus 3 years in applications programming. *Functional Experience:* Designs, codes, tests, debugs, and documents software applications and components. Assist with the analysis of information requirements. Aid in the evaluation of problems and help in the development of appropriate corrective action. *Minimum Education*: Bachelor's degree
Applications Programmer - Level III	*Minimum/General Experience:* Position requires 5 years experience in IT plus 5 years in applications programming. *Functional Experience:* Participate in the design of software tools and subsystems to support reuse and domain analysis. Assist Applications Engineer and Applications Programmer to interpret software requirements and design specifications to code, and integrate and test software components. *Minimum Education*: Bachelor's degree
Application Systems Analyst	*Minimum/General Experience:* Position requires 3 years IT experience plus 2 years as analyst. *Functional Experience*: Analyze functional business applications and design specifications for functional areas such as finance, accounting, personnel, manpower, logistics, and contracts. Develop block diagrams and logic flow charts. Translate detailed design into computer software. Test, debug, and refine the computer software to produce the required product. *Minimum Education*: Bachelor's degree

Business Analyst - Level I

Minimum/General Experience:
Position requires 3 years IT experience plus 2 years as business analyst.
Functional Experience:
Provide analysis and design of business systems for different applications such as: financial, accounting, human resources, and other enterprise systems. Handle test scripts and service requirements; work closely with end users on project development and implementation.
Minimum Education: Bachelor's degree

Business Analyst - Level III

Minimum/General Experience:
Position requires 5 years IT experience plus 5 years as business analyst.
Functional Experience:
Provide analysis and design of business systems for different applications such as: financial, accounting, human resources, and other enterprise systems. Analysts should have a working knowledge of relational database environments, structured analysis, data modeling, information engineering, mathematical model building, sampling, and cost accounting to plan the system. Specify the inputs to be accessed by the system, design the processing steps, and format the output to meet the users' needs. Prepare cost-benefit and return-on-investment analyses to help management decide whether implementing the proposed system will be financially feasible. Possess excellent verbal and written communications skills.
Minimum Education: Bachelor's degree

Business Process Consultant

Minimum/General Experience:
Position requires 4 years experience in IT plus 3 years in business processes.
Functional Experience:
Responsible for systems process analysis, design, and simulation. Requires high level understanding of organization's business systems and industry requirements. Focus is on process analysis and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts. May lead re-engineering team and act as project manager in some cases.
Minimum Education: Bachelor's degree

Business Process Reengineering Specialist -Level III	*Minimum/General Experience*: Position requires 5 years experience in IT plus 5 years in business process reengineering. *Functional Experience*: Manage use of process improvement, reengineering methodologies, and internet-related methodologies and principles to conduct process modernization projects. Responsible for transitioning of existing organizations or project teams in accomplishing the organization's goals or project activities and objectives through improved use of internet and other automated processes. Support activity and data modeling, development of modern business methods, identification of best practices, and creating and assessing performance measurements. *Minimum Education*: Bachelor's degree
Business Systems Analyst - Intermediate	*Minimum/General Experience*: Position requires 3 years IT experience plus 2 years as business analyst. *Functional Experience*: Formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current business environment. *Minimum Education*: Bachelor's degree
Business Systems Specialist	*Minimum/General Experience*: Position requires 3 years IT experience plus 2 years as business analyst. *Functional Experience:* Top-level technical contributor with expertise in particular business processes responsible for formulating systems scope and objectives relative to the organization's business plan and industry requirements. Acts independently or as a member of a project team responsible for providing technical guidance concerning the business implications of the application of various systems. Devises and/or modifies procedures to solve the most complex technical problems related to computer equipment capacity and limitations, operating time, and form of desired results. Creates detailed specifications from which programs will be written. May have quality assurance responsibilities. *Minimum Education*: Bachelor's degree

Communications Specialist	*Minimum/General Experience:* Position requires 3 years IT experience plus 2 years in communications. *Functional Experience:* Analyze network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommend procurement, removals, and modifications to network components. Design and optimize network topologies and site configurations. Plan installations, transitions, and cutovers of network components and capabilities. Coordinate requirements with users and suppliers. *Minimum Education*: Bachelor's degree
Computer Security System Specialist - Level III	*Minimum/General Experience:* Position requires 5 years experience in IT plus 5 years in computer security. *Functional Experience*: Design, develop, engineer, and implement solutions to MLS requirements. Perform complex risk analyses which also include risk assessment. Establish and satisfy information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. Support customers in the development and implementation of doctrine and policies. Apply know-how to common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Perform analysis, design, and development of security features for system architectures. *Minimum Education*: Bachelor's degree
Computer System Analyst - Level II	*Minimum/General Experience*: Position requires 4 years experience in IT plus 3 years in computer security. *Functional Experience*: Analyze and develop computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develop plans for automated information systems. Analyze user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, and analyze proposed system modifications, upgrades and new COTS. Analyze the problem and the information to be processed. Define the problem, and develops system requirements and program specifications, from which programmers prepare flow charts, programs, and tests. Coordinate closely with programmers to ensure proper implementation of program and system specifications. Develop, in conjunction with functional users, system alternative solutions. *Minimum Education*: Bachelor's degree

Consultant	*Minimum/General Experience*: Position requires 3 years experience in IT plus 5 years in computer systems consulting. *Functional Experience*: Minimum Education: Bachelor's degree Works with end user groups to evaluate and solve technical problems. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes. *Minimum Education*: Bachelor's degree
Database Administrator	*Minimum/General Experience*: Position requires 3 years IT experience plus 2 years as database administrator. *Functional Experience*: Participates in the design, creation, and maintenance of computerized databases. Responsible for quality control and auditing of databases to ensure accurate and appropriate use of data. Works with management to develop database strategies to support company needs. Consults with and advises users on access to various databases. Works directly with users to resolve data conflicts and inappropriate data usage. Directs the maintenance and use of the corporate data dictionary. *Minimum Education*: Bachelor's degree
Database Analyst / Programmer - Intermediate	*Minimum/General Experience:* Position requires 3 years experience in IT plus 4 years as database analyst or programmer. *Functional Experience*: Under general supervision, designs, implements and maintains moderately complex databases. Maintains database dictionaries and integration of systems through database design. Competent to work on most phases of database administration but may require some instruction and guidance in other phases. *Minimum Education*: Bachelor's degree
Database Manager	*Minimum/General Experience*: Position requires 3 years experience in IT plus 6 years as database analyst or programmer. *Functional Experience:* Responsible for all activities related to the administration of computerized databases. Assigns personnel to various projects and directs their activities. Reviews and evaluates work. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities, and methods. Consults with and advises users of various databases. Projects long- range requirements for database administration in conjunction with other managers in the information systems function as well as business function managers. Prepares activity and progress reports regarding the database management section. *Minimum Education*: Bachelor's degree

Database Management Specialist - Level I	*Minimum/General Experience*: Position requires 2 years IT experience plus 1 year as database administrator or specialist. *Functional Experience*: Provide administrative support specifically dedicated to the requirements of the project team. Perform data entry, queries data research and reports generation activities. Knowledge of relational database environment. *Minimum Education*: Bachelor's degree
Database Specialist - Level I	*Minimum/General Experience*: Position requires 2 years IT experience plus 1 year as database administrator or specialist. *Functional Experience*: Minimum Education: Bachelor's degree Evaluate and recommend available DBMS products to meet user requirements. Determine file organization, indexing methods, and security procedures for specific user application. Commensurate experience and education. *Minimum Education*: Bachelor's degree
Database Specialist - Level II	*Minimum/General Experience*: Position requires 3 years IT experience plus 2 years as database administrator or specialist. *Functional Experience*: Evaluate and recommend available DBMS products to meet user requirements. Determine file organization, indexing methods, and security procedures for specific user application. Commensurate experience and education. *Minimum Education*: Bachelor's degree
Data Security Analyst Senior	*Minimum/General Experience*: Position requires 5 years experience in IT plus 5 years in data or computer security or analysis. *Functional Experience*: Performs all procedures necessary to ensure the safety of information systems and to protect systems from intentional or inadvertent access or destruction. Interfaces with user community to understand their security needs and implements procedures to accommodate them. Ensures that user community understands and adheres to necessary procedures to maintain security. May require familiarity with domain structures, user authentication, and digital signatures. Conducts accurate evaluation of the level of security required. May require understanding of firewall theory and configuration. Must be able to weigh business needs against security concerns and articulate issues to management. *Minimum Education*: Bachelor's degree

Documentation Specialist - Intermediate	*Minimum/General Experience*: Position requires 3 years IT experience plus 2 years as IT documentation specialist. *Functional Experience*: Prepares and/or maintains systems, programming, and operations documentation, including user manuals. Maintains a current internal documentation library. Competent to work on most phases of documentation. *Minimum Education*: Bachelor's degree
Graphics Specialist	*Minimum/General Experience*: Position requires 1 years IT experience plus 2 years as graphics specialist. *Functional Experience*: Responsible for graphics design and use, operation, and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling. Coordinates production support with outside vendors, as needed. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance. *Minimum Education*: Bachelor's degree
Help Desk Support Services Specialist - Senior	*Minimum/General Experience*: Position requires 4 year IT experience plus 4 years as helpdesk specialist or computer repair technician. *Functional Experience*: Provides second-tier support to end users for either PC, server, or mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and highest level of technical skill in field of expertise. *Minimum Education*: Bachelor's degree
Information Engineer - Level I	*Minimum/General Experience*: Position requires 2 years IT experience plus 1 year as information specialist. *Functional Experience*: Assist in establishing standards for information systems procedures. Develop and apply organization-wide information models for use in designing and building integrated, shared software and database management systems and data warehouses. *Minimum Education*: Bachelor's degree

Information Systems Training Specialist - Intermediate

Minimum/General Experience:
Position requires 2 years IT experience plus 3 years as information training specialist.
Functional Experience:
Under general supervision, organizes and conducts moderately complex training and educational programs for information systems or user personnel. Maintains records of training activities, employee progress, and program effectiveness. Competent to work on most phases of information systems training.
Minimum Education: Bachelor's degree

Internal Communications Systems Consultant

Minimum/General Experience:
Position requires 4 years IT experience plus 4 years in communications systems.
Functional Experience:
Provides systems guidance for current and proposed investments in telecommunications and network facilities and/or services from the development of communications software through financial implementation review. Researches present and future communication technologies. Works closely with system users to provide direction/assistance in identification and resolution of user problems. Experience in telecommunications with emphasis on systems analysis, LAN/WAN telecommunications network design, and traffic engineering.
Minimum Education: Bachelor's degree

IT Subject Matter Specialist

Minimum/General Experience:
Position requires 4 years IT experience plus 4 years in customer's subject matter requirements.
Functional Experience:
Provides high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require high level knowledge of the subject matter for effective implementation.
Minimum Education: Bachelor's degree

Project Manager - Level I

Minimum/General Experience:
Position requires 3 years IT experience plus 3 years in project management support.
Functional Experience:
Typically assists in oversight of all aspects of the project, leading a team on small projects or a segment of large and complex projects. Analyze new and complex project-related problems and create innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project. Provide applications systems analysis and long and short-range plans for application selection, systems development, systems maintenance, and production activities for necessary support resources.
Minimum Education: Bachelor's degree

Project Manager - Level II

Minimum/General Experience:
Position requires 5 years IT experience plus 7 years in project management support.
Functional Experience:
Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.
Minimum Education: Bachelor's degree

Project Manager Level III

Minimum/General Experience:
Position requires 6 years IT experience plus 9 years in project management support.
Functional Experience:
Typically oversee all aspects of the project, leading a team on large projects or a significant segment of large and complex projects. Analyze new and complex project-related problems and create innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project. Provide applications systems analysis and long and short-range plans for application selection, systems development, systems maintenance, and production activities for necessary support resources. Commensurate experience and education for the specific level.
Minimum Education: Bachelor's degree

Quality Assurance Analyst - Level I

Minimum/General Experience:
Position requires 2 years IT experience plus 3 years as quality control/assurance specialist.
Functional Experience:
Provide technical and administrative direction for personnel performing IT services and/or software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure Government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinate with the Project Manager and/or Quality Assurance Manager to ensure that problems are solved to the user's satisfaction. Make recommendations, if needed, for approval of major systems installations.
Minimum Education: Bachelor's degree

Quality Assurance Specialist - Level II

Minimum/General Experience:
Position requires 3 years IT experience plus 4 years as quality control/assurance specialist.
Functional Experience:
Develop and implement quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Develop and define major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual task order. Establish and maintain a process for evaluating hardware, software, and associated documentation and/or assist in the evaluation. Conduct and/or participate in formal and informal reviews at pre-determined points throughout the development life cycle.
Minimum Education: Bachelor's degree

Quality Assurance Analyst -Level III

Minimum/General Experience:
Position requires 3 years IT experience plus 7 years as quality control/assurance specialist.
Functional Experience:
Carries out procedures to ensure that all information systems, products and services meet organization standards and end-user requirements. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Documents and works to resolve all complex problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Acts as information resource about assigned areas to technical writers and other Quality Assurance Analysts. Performs complex workflow analysis and recommends quality improvements.
Minimum Education: Bachelor's degree

Software Architect

Minimum/General Experience:
Position requires 3 years IT experience plus 5 years as software development specialist.
Functional Experience:
Works independently designing and developing new software products or major enhancements to existing software. May lead a large development team in the design of highly complex software systems. Acts as highest-level technical expert, addressing problems of systems integration, compatibility, and multiple platforms. Responsible for project completion. Performs feasibility analysis on potential future projects to management.
Minimum Education: Bachelor's degree

Software Developer - Intermediate

Minimum/General Experience:
Position requires 2 years IT experience plus 3 years as software developer.
Functional Experience:
Develops codes, tests, and debugs new software or enhancements to existing software. Has good understanding of business applications. Works with technical staff to understand problems with software and resolve them. Resolves customer complaints with software and responds to suggestions for improvements and enhancements. May assist in development of software user manuals.
Minimum Education: Bachelor's degree

Software Developer - Senior

Minimum/General Experience:
Position requires 3 years IT experience plus 6 years as software development specialist.
Functional Experience:
Participates as high-level technical expert in design development, coding, testing, and debugging new software or significant enhancements to existing software. Works with technical staff to understand problems with software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements. Participates in the development of software user manuals. May act as team leader on less complex projects. Assists in training less experienced software development staff. Requires five years experience in the field.
Minimum Education: Bachelor's degree

Software Systems Engineer - Intermediate	*Minimum/General Experience*: Position requires 2 years IT experience plus 5 years as software application programmer. *Functional Experience*: Works from specifications to develop or modify moderately complex software programming applications. Assists with design, coding, benchmark testing, debugging, and documentation of programs. Applications generally deal with utility programs, position control language, macros, subroutines, and other control modules. Competent to work on most phases of software systems programming applications, but requires instruction and guidance in other phases. *Minimum Education*: Bachelor's degree
Strategic Planner	*Minimum/General Experience*: Position requires 2 years IT experience plus 6 years as systems operations specialist. *Functional Experience*: Provides strategic planning of large projects or a significant segment of a strategic planning portion of a large complex project. Provides the overall approach to clarify mission statements so they can be used as springboards in envisioning their desired future. Assists in developing mission and vision statements, subsequent goal delineation, provides guidance for building operational plans and specifying measurable outcomes to include capital outlay planning efforts in a consolidated strategic planning process and prioritizes those initiatives. *Minimum Education*: Bachelor's degree
Subject Matter Expert - Level II	*Minimum/General Experience*: Position requires 5 years IT experience plus 7 years in relevant customer subject matter. *Functional Experience*: Analyze user needs to determine functional requirements and define problems and develop plans and requirements in the subject matter area for moderately complex to complex systems related to information systems architecture, networking; telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, and modeling and simulation. Perform functional allocation to identify required tasks and their interrelationships. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise. *Minimum Education*: Bachelor's degree

Subject Matter Expert - Level III

Minimum/General Experience:
Position requires 5 years IT experience plus 9 years in relevant customer subject matter.
Functional Experience:
Provide technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Make recommendations and advise on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; lifecycle management; software development methodologies; and modeling and simulation. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise.
Minimum Education: Bachelor's degree

Systems Administrator - Level II

Minimum/General Experience:
Position requires 3 years IT experience plus 2 years as systems administrator.
Functional Experience:
Perform the daily activities of configuration and operation of systems which may be mainframe, mini, or client/server based. Perform the optimizing of system operation and resource utilization, and perform system capacity analysis and planning. Provide assistance to users in accessing and using business systems. Commensurate experience and education.
Minimum Education: Bachelor's degree

Systems Administrator - Intermediate

Minimum/General Experience:
Position requires 3 years IT experience plus 4 years as systems administrator.
Functional Experience:
Responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Conducts routine hardware and software audits of workstations and servers. Develops and maintains a comprehensive operating system hardware and software configuration database/library of all supporting documentation.
Minimum Education: Bachelor's degree

Systems Administrator - Senior

Minimum/General Experience:
Position requires 3 years IT experience plus 7 years as systems administrator.
Functional Experience:
Responsible for activities related to system administration. Assigns personnel to various projects, directs their activities, and evaluates their work. In addition to all SA-Intermediate level duties, ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system.
Minimum Education: Bachelor's degree

Systems Architect - Level II

Minimum/General Experience:
Position requires 3 years IT experience plus 4 years as systems architect.
Functional Experience:
Establish system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensure these systems are compatible and in compliance with the standards as they apply to the implementation and specification of information management solution of the application platform, across the API, and the external environment/software application. Ensure that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models.
Minimum Education: Bachelor's degree

Systems Engineer

Minimum/General Experience:
Position requires 3 years IT experience plus 4 years as systems and/or software support specialist.
Functional Experience:
Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products.
Minimum Education: Bachelor's degree

Systems Engineer - Level III

Minimum/General Experience:
Position requires 4 years IT experience plus 6 years as systems and/or software support specialist and systems engineer.
Functional Experience:
Supervise, coordinate and/or perform additions and changes to network hardware and operating systems; including investigation, analysis, recommendation, configuration, installation, and testing of new network hardware and software. Provide direct support in the day-to-day operations on network hardware and operating systems including the evaluation of system utilization, monitoring response time and primary support for detection and correction of operational problems. Participate in planning design, technical review and implementation for new network infrastructure hardware and network operating systems. Maintain network infrastructure standards including network communication protocols such as TCP/IP.
Minimum Education: Bachelor's degree

Systems Analysis and Programming Director

Minimum/General Experience:
Position requires 3 years IT experience plus 4 years as systems architect and/or software programming manager.
Functional Experience:
Develops software within an organization. Directs the software engineering function in developing, releasing, and maintaining software applications/operating systems according to business needs.
Minimum Education: Bachelor's degree

Technical Editor

Minimum/General Experience:
Position requires 2 years IT experience plus 2 years in quality control or software application programming.
Functional Experience:
Responsible for content of technical documentation. Checks author's document for spelling, grammar and content problems (e.g., missing sections; redundant or unnecessary sections). Ensures that documents follow the style laid out in the organization's style guide. May also be responsible for maintaining the style guide. Suggests revisions to the style guide as appropriate. Editor is often a technical writer who has moved to this position.
Minimum Education: Bachelor's degree

Technical Writer

Minimum/General Experience:
Position requires 2 years IT experience plus 2 years as software specialist or quality control specialist.
Functional Experience:
Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production of the document.
Minimum Education: Bachelor's degree

Technical Writer/Editor - Level II	*Minimum/General Experience*: Position requires 2 years IT experience plus 4 years as technical writer or software/QC specialist. *Functional Experience*: Write and/or edit technical documents, including business proposals, reports, user manuals, briefings and presentations, functional descriptions, system specifications, and other project deliverables to meet contract requirements. Develop outlines and drafts for review and approval by technical specialists and project management. Consult relevant information sources, including library resources, technical documents, and client personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables. Commensurate experience, education, and level of supervision and direction. *Minimum Education*: Bachelor's degree
Test Engineer	*Minimum/General Experience*: Position requires 3 years IT experience plus 4 years as systems/software engineer. *Functional Experience*: Subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection. *Minimum Education*: Bachelor's degree
Training Specialist - Level II	*Minimum/General Experience*: Position requires 2 years IT experience plus 2 years as training specialist and/or quality assurance specialist. *Functional Experience*: Conduct the research necessary to develop and revise training courses. Develop and revise courses and prepare appropriate training catalogs. Prepare instructor and student materials (course outline, background material, workbooks, handouts, and training aids). Prepare reports and monitor training tasks in support of the goals of the Government sponsor(s) using training standards and software and hardware programs. Provide input to the Project Lead and the Contractor Program Manager on which decisions for training validation and or modifications of specified items or systems can be corrected. *Minimum Education*: Bachelor's degree

Web Software Developer

Minimum/General Experience:
Position requires 2 years IT experience plus 3 years as software developer or quality assurance specialist.
Functional Experience:
Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements. Requires strong navigation and site-design instincts.
Minimum Education: Bachelor's degree

Degree / Experience Equivalency

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience and education with the written approval of the ordering activity.

Degree	Experience Equivalence*	Other Equivalence
Associate's	1 year of relevant experience	Vocational or technical training in a work-related field
Bachelor's	Associate's degree + 2 years relevant experience, or 4 years relevant experience	Professional Certification
Master's	Bachelor's +2 years relevant experience, or Associate's + 4 years relevant experience	Professional License
Doctorate	Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience	

* Successful completion of each year of higher education that has not yet resulted in a degree may be counted 1-for-1 for a year of experience.

On occasion, there may be a need to waive the requirements in order to use the best individual for the task. Therefore, waivers of the education/experience requirements may be granted by either the task order contracting officer or the contracting officer technical representative. If such a waiver is included in ADG's proposal, then award of such proposal shall be deemed a grant of the proposed waiver.

Appendix A: SIN 518210C Cloud Computing and Cloud-Related IT Professional Services

Labor Category Title	CLOUD IT Labor Category Descriptions Effective June 21, 2024
Project Manager CLOUD	Demonstrated the ability to manage cloud IT projects to achieve the desired results on schedule and within budget. Ability to contribute ideas and improve user experience to drive key business metrics is highly desired. The Cloud Project Manager is responsible for developing the overall project work plan and monitoring the execution of the project against the work plan promoting PMI Best Practices. • Analyze the current business processes and scenarios, develop and maintain project schedule, manage cross functional dependencies with integrated project schedules and recommend/develop solutions to meet the clients need. • Carry out complex assignments requiring the development of new or improved procedures. • Develop and evaluate plans and criteria and provide technical and functional guidance to the project teams, document deliverables and approvals, monitor the progress of tasks and deliverables, track and report project status to client, and ensure that all critical project issues are addressed. • Provide industry best practices while maintaining a thorough knowledge of the organization and adhere to all organizational standards.
Solution Architect Cloud	Should have demonstrated experience providing cloud technical solutions to complex topics along with ability to articulate approaches to integrating solutions. • The Solution Architect will understand customer requirements and determine the most appropriate approach for each technical solution. • Prepare and maintain documents to include architectural data, diagrams and maps. • Recommend design and solutions to both hardware and software designs.
Subject Matter Expert CLOUD	Excellent communications skills written and oral. Proven ability to work independently and transfer technical and business knowledge. • Subject Matter Expert CLOUD should work closely with the business groups and provide technical expertise in areas of cloud design, development and implementation of software engineering. • Investigate use of new methods and tools for processes as appropriate. • Recommend enhancements to procedures for quality improvement and system performance. • Provide training and create and develop training material for group/team.
Business Process SME CLOUD	Possess excellent oral and written communication skills with team members and Client Representatives. • Identify best cloud business practices; develop advanced business methods for process improvement and reengineering. • Ensure effective transitioning of existing project teams and facilitation of project teams for accomplishment of cloud project activities and objectives. • Ensure enterprise- wide integration of re-engineering efforts between multiple cloud projects. • Provide effective training and knowledge transfer to group members. • Activities include data modeling, assessing performance

Labor Category Title	CLOUD IT Labor Category Descriptions Effective June 21, 2024
	measurements and managing customer expectations.
Database Specialist CLOUD	High level expertise in the use of cloud database management systems, use of cloud database components, backup recovery, administration and development. Good Communication skills with expertise in operating cloud application software and Microsoft and web -based data management tools. • Evaluate, design and implement logical and physical databases in a cloud environment. • Provide expertise in cloud database monitoring, performance tuning, fixing of software applications and ensure proper backup procedures. • Interface with technical and logistics team leads to coordinate related task duties. • Ensure proper maintenance of databases, usage, conduct reporting and provide status of deliverables according to industry standards. • Provide resolution to technical problems, standards procedures, system integration. • Establish data models, Service Oriented Architecture frameworks to assure consistency and quality along with best policies and procedures related to data security and integrity.
System Engineer/SME CLOUD	Should be process oriented and able to resolve issues in a cloud production environment. • Serve as a primary point of contact for hardware and software related issues in both cloud production and cloud support environment. • Monitor System performance and provide quick resolutions to issues in a cloud production environment. • Review and Analyze code to identify bottlenecks and recommend appropriate solutions.
System Administrator CLOUD	Hands on experience with cloud systems maintenance, backups network management, hardware and software installation and upgrades. Expertise in troubleshooting cloud system bugs, viruses and management of secure access to all users. • Maintain Network user Accounts, System data, file backups and computer hardware resources. • Maintain, troubleshoot Network connectivity and performance of systems and modify and perform upgrades to systems as necessary. • Provide technical assistance and training to system users.
Application Engineer III CLOUD	Hands on experience in dloud programming and design of software systems in client/server environment and be able to interface with cloud software and hardware systems. Experience with object oriented programming for a wide variety of operating systems. Construct data and process models as well as technical specifications. • Design, develop and implement new cloud Information Technology applications. • Perform software and application enhancements in conjunction with functional users and system alternative solutions. • Review and analyze program specifications to meet design changes required in the development of the systems.
Application Engineer II CLOUD	Hands on experience in cloud programming and design of cloud software systems in client/server environment and be able to interface with cloud software and hardware systems. Experience with object oriented programming for a wide variety of operating systems.

Labor Category Title	CLOUD IT Labor Category Descriptions Effective June 21, 2024
	Constructs data and process models as well as technical specifications. • Design, develop and implement new cloud Information Technology applications. • Perform software and application enhancements in conjunction with functional users and system alternative solutions. • Review and analyze program specifications to meet design changes required in the development of the systems.
Application Engineer I CLOUD	Hands on experience in cloud programming and design of software systems in cloud client/server environment and be able to interface with cloud software and hardware systems. Experience with object oriented programming for a wide variety of operating systems. Construct data and process models as well as technical specifications. • Design, develop and implement new cloud Information Technology applications. • Perform cloud software and application enhancements in conjunction with functional users and system alternative solutions. • Review and analyze cloud program specifications to meet design changes required in the development of the systems.
Quality Assurance CLOUD	Demonstrated experience in maintaining quality control and system development in cloud IT projects throughout the software life cycle. Strong experience in preparing test plans for functional, stress and regression testing. • Monitor correctness and adherence to the cloud design and user specifications/standards. • Prepare and develop cloud quality control procedures, documents and reports to ensure compliance with Quality Control guidelines and standards. • Recommend processes for process and quality improvement.
IT Programmer/Support CLOUD	Cloud experience reviewing, analyzing and modifying programming systems including testing, debugging and documenting programs. Familiarity with SharePoint portal, CMMI and ISO standards and be able to follow guidelines and effectively perform a variety of support activities. • Create, modify, and test the code, forms, and script that allow computer applications to run. • Work from specifications drawn up by software developers or other individuals. • Assist software developers by analyzing user needs and designing cloud software solutions. • Develop and write cloud computer programs to store, locate and retrieve specific documents, data and information.

Labor Category Title	SIN 54151S IT Labor Category Descriptions Effective July 19, 2017
Project Manager	*Minimum/General Experience*: Position requires 10+ years IT experience with 2+ years extensive experience in planning and managing large-scale or complex projects. Demonstrated the ability to manage projects to achieve the desired results on schedule and within budget. Ability to contribute ideas and improve user experience to drive key business metrics is highly desired. *Functional Responsibility*: • The Project Manager is responsible for developing the overall project work plan and monitoring the execution of the project against the work plan promoting PMI Best Practices. • Analyze the current business processes and scenarios, develop and maintain project schedule, manage cross functional dependencies with integrated project schedules and recommend/develop solutions to meet the clients need. • Carry out complex assignments requiring the development of new or improved procedures. • Develop and evaluate plans and criteria and provide technical and functional guidance to the project teams, document deliverables and approvals, monitor the progress of tasks and deliverables, track and report project status to client, and ensure that all critical project issues are addressed. • Provide industry best practices while maintaining a thorough knowledge of the organization and adhere to all organizational standards. *Minimum Education*: Bachelor's degree in Computer Science, Physics, Engineering, Communications or related field. An Advanced degree in communications or related field maybe substituted for three (3) years of experience.
Solution Architect	*Minimum/General Experience:* Position requires 10+ years of IT experience with 2+ years extensive hands on experience with requirement analysis, business process engineering and designing systems based on business needs. Should have demonstrated experience providing technical solutions to complex topics along with ability to articulate approaches to integrating solutions. *Functional Responsibility:* • The Solution Architect will understand customer requirements and determine the most appropriate approach for each technical solution. • Prepare and maintain documents to include architectural data, diagrams and maps. • Recommend design and solutions to both hardware and software designs. *Minimum Education:* Bachelor's degree or higher in Information Systems, Computer Science, Engineering or related field. An Advanced degree with three (3) years of applicable experience may be substituted for a degree.

Subject Matter Expert	*Minimum/General Experience:* Minimum/General Experience: 10+ years of IT Experience with 4+ hands on experience in performance and system engineering large scale IT Systems. Excellent Communications skills written and oral. Proven ability to work independently and transfer technical and business knowledge. *Functional Responsibility:* - Subject Matter Expert should work closely with the business groups and provide technical expertise in areas of design, development and implementation of software engineering. - Investigate use of new methods and tools for processes as appropriate. - Recommend enhancements to procedures for quality improvement and system performance. - Provide training and create and develop training material for group/team. *Minimum Education:* Bachelor's degree in Computer Science, Engineering or related field. An Advanced degree with three (3) years of applicable experience may be substituted for a degree.

Business Process (SME)	*Minimum/General Experience*: 10+ years of IT experience along with 4+ years of experience demonstrating management of IT systems development, Information Security, team building and Strategic planning. Possess excellent oral and written communication skills with team members and Client Representatives. *Functional Responsibility:* • Identify best business practices; develop advanced business methods for process improvement and reengineering. • Ensure effective transitioning of existing project teams and facilitation of project teams for accomplishment of project activities and objectives. • Ensure enterprise- wide integration of re-engineering efforts between multiple projects. • Provide effective training and knowledge transfer to group members. • Activities include data modeling, assessing performance measurements and managing customer expectations. *Minimum Education:* Bachelor's degree in Information Systems, Computer Science or related discipline. An Advanced degree in related field preferred and may be substituted for three (3) years of experience.
Database Specialist	*Minimum/General Experience*: 7+ years of IT experience along with 3+ years experience providing high level expertise in the use of Database Management Systems, use of database components, backup recovery, administration and development. Good Communication skills with expertise in operating application software and Microsoft and web -based data management tools. *Functional Responsibility*: • Evaluate, design and implement logical and physical databases. • Provide expertise in Database Monitoring, performance tuning, fixing of software applications and ensure proper backup procedures. • Interface with technical and logistics team leads to coordinate related task duties. • Ensure proper maintenance of databases, usage, conduct reporting and provide status of deliverables according to industry standards. • Provide resolution to technical problems, standards procedures, system integration. • Establish data models, Service Oriented Architecture frameworks to assure consistency and quality along with best policies and procedures related to data security and integrity. *Minimum Education*: Bachelor's in Information Systems Management, Systems Analysis, Computer Science or related discipline. An Advanced degree in a related field may be substituted for three (3) years of experience.

System Engineer/SME	*Minimum/General Experience*: *10+ years of IT experience along with 5+ years of experience administering software and web applications. Should be process oriented and able to resolve issues in a production environment. Functional Responsibility:* • Serve as a primary point of contact for hardware and software related issues in both production and support environment. • Monitor System performance and provide quick resolutions to issues in a production environment. • Review and Analyze code to identify bottlenecks and recommend appropriate solutions. *Minimum Education:* Bachelor's degree or higher in Information Systems, Computer Science, Engineering or related field. An Advanced degree with three (3) years of applicable experience may be substituted for a degree.
System Administrator	*Minimum/General Experience*: 5+ years of IT experience with 3+ years hands on experience with systems maintenance, backups network management, hardware and software installation and upgrades. Expertise in troubleshooting system bugs, viruses and management of secure access to all users. *Functional Responsibility:* • Maintain Network user Accounts, System data, file backups and computer hardware resources. • Maintain, troubleshoot Network connectivity and performance of systems and modify and perform upgrades to systems as necessary. • Provide technical assistance and training to system users. *Minimum Education:* Bachelor's degree in Information Systems, Computer Science or related discipline. An Advanced degree in related discipline maybe substituted for three (3) years of experience.
Application Engineer III	*Minimum/General Experience:* 10+ years IT experience with 7+ years hands on experience in programming and design of software systems in client/server environment and be able to interface with software and hardware systems. Experience with object oriented programming for a wide variety of operating systems. Construct data and process models as well as technical specifications. *Functional Responsibility*: • Design, develop and implement new Information Technology applications. • Perform software and application enhancements in conjunction with functional users and system alternative solutions. • Review and analyze program specifications to meet design changes required in the development of the systems. *Minimum Education:* Bachelor's degree in Information Systems, Computer Science or related discipline. An Advanced degree in related field may be substituted for three (3) years of experience.

Application Engineer II	*Minimum/General Experience:* 7+ years of IT experience with 4+ years hands on experience in programming and design of software systems in client/server environment and be able to interface with software and hardware systems. Experience with object oriented programming for a wide variety of operating systems. Constructs data and process models as well as technical specifications. *Functional Responsibility:* • Design, develop and implement new Information Technology applications. • Perform software and application enhancements in conjunction with functional users and system alternative solutions. • Review and analyze program specifications to meet design changes required in the development of the systems. *Minimum Education*: Bachelor's degree in Information Systems, Computer Science or related discipline. An Advanced degree in related field may be substituted for three (3) years of experience.
Application Engineer I	*Minimum/General Experience:* 5+ years of IT experience with 3+ years hands on experience in programming and design of software systems in client/server environment and be able to interface with software and hardware systems. Experience with object oriented programming for a wide variety of operating systems. Construct data and process models as well as technical specifications. *Functional Responsibility*: • Design, develop and implement new Information Technology applications. • Perform software and application enhancements in conjunction with functional users and system alternative solutions. • Review and analyze program specifications to meet design changes required in the development of the systems. *Minimum Education:* Bachelor's degree in Information Systems, Computer Science or related discipline. An Advanced degree in related field may be substituted for three (3) years of experience.
Quality Assurance	*Minimum/General Experience:* 8+ years of IT experience with 4+ years demonstrated experience in maintaining quality control and system development in IT projects throughout the software life cycle. Strong experience in preparing test plans for functional, stress and regression testing. *Functional Responsibility:* • Monitor correctness and adherence to the design and user specifications/standards. • Prepare and develop Quality Control procedures, documents and reports to ensure compliance with Quality Control guidelines and standards. • Recommend processes for process and quality improvement. *Minimum Education:*

	Bachelor's degree in Information Systems, System Analysis or Computer Science. An Advanced degree in related discipline maybe substituted for three (3) years of experience.
IT Programmer /Support	*Minimum/General Experience:* 4+ years of IT experience with 2+ years experience reviewing, analyzing and modifying programming systems including testing, debugging and documenting programs. Familiarity with SharePoint portal, CMMI and ISO standards and be able to follow guidelines and effectively perform a variety of support activities. *Functional Responsibility:* - Create, modify, and test the code, forms, and script that allow computer applications to run. - Work from specifications drawn up by software developers or other individuals. - Assist software developers by analyzing user needs and designing software solutions. - Develop and write computer programs to store, locate and retrieve specific documents, data and information. *Minimum Education*: Bachelor's degree in Information Systems, Computer Science or related. An Advanced degree in related discipline maybe substituted for three (3) years of experience.

Degree / Experience Equivalency

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience and education with the written approval of the ordering activity.

Degree	Experience Equivalence*	Other Equivalence
Associate's	1 year of relevant experience	Vocational or technical training in a work-related field
Bachelor's	Associate's degree + 2 years relevant experience, or 4 years relevant experience	Professional Certification
Master's	Bachelor's +2 years relevant experience, or Associate's + 4 years relevant experience	Professional License
Doctorate	Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience	

* Successful completion of each year of higher education that has not yet resulted in a degree may be counted 1-for-1 for a year of experience.

Both parties recognize that, on occasion, there may be a need to waive the requirements in order to use the best individual for the task. Therefore, waivers of the education/experience requirements may be granted by either the task order contracting officer or the contracting officer technical representative. If such a waiver is included in our proposal, award of such proposal shall be deemed a grant of the waiver.

Appendix A: SIN 561320 Temporary Staffing Labor Category Descriptions

The labor category definitions in our Pricelist describe the functional responsibilities, education, and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category.

Labor Category Title	SIN 561320 Labor Category Descriptions Effective July 17, 2025

ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS – SCA

ACCOUNTING CLERK I
Functional Responsibility: This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.
Minimum General / Experience: 1 Year
Minimum Education: High School

ACCOUNTING CLERK II
Functional Responsibility: This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.
Minimum General / Experience: 2 Year
Minimum Education: High School

ACCOUNTING CLERK III
Functional Responsibility: The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) Analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting processes.
Minimum General / Experience: 3 Year
Minimum Education: High School

ADMINISTRATIVE ASSISTANT
Functional Responsibility: In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.
Minimum General / Experience: 1 Year
Minimum Education: High School

DATA ENTRY OPERATOR I
Functional Responsibility: This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.
Minimum General / Experience: 1 Year
Minimum Education: High School

DATA ENTRY OPERATOR II
Functional Responsibility: This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.
Minimum General / Experience: 2 Year
Minimum Education: High School

GENERAL CLERK I
Functional Responsibility: This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.
Minimum General / Experience: 1 Year
Minimum Education: High School

GENERAL CLERK II
Functional Responsibility: This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.
Minimum General / Experience: 2 Year
Minimum Education: High School

GENERAL CLERK III
Functional Responsibility: This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: Assisting in a

variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.
Minimum General / Experience: 3 Year
Minimum Education: High School

ORDER CLERK I
Functional Responsibility: This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to ensure that the proper item is supplied or to verify the price of order.
Minimum General / Experience: 1 Year
Minimum Education: High School

ORDER CLERK II
Functional Responsibility: This position handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.
Minimum General / Experience: 2 Year
Minimum Education: High School

PERSONNEL ASSISTANT I
Functional Responsibility: This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.
Minimum General / Experience: 1 Year
Minimum Education: High School

PERSONNEL ASSISTANT II
Functional Responsibility: This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc.). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.
Minimum General / Experience: 2 Year
Minimum Education: High School

PERSONNEL ASSISTANT III
Functional Responsibility: This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes.
Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.
Minimum General / Experience: 3 Year
Minimum Education: High School

PRODUCTION CONTROL CLERK
Functional Responsibility: This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: Writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee timecards and post wage data on records used for preparation of payroll.
Minimum General / Experience: 1 Year
Minimum Education: High School

SCHEDULER, MAINTENANCE
Functional Responsibility: This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.
Minimum General / Experience: 1 Year
Minimum Education: High School

SECRETARY I
Functional Responsibility: Carries out recurring office procedures independently and selects the guideline or reference that fits the specific case. Performs varied duties including or comparable to the following: respond to routine telephone requests; refer calls and visitors to appropriate staff; control mail and assure timely staff response; maintain supervisor's calendar, make appointments, and arrange for meeting rooms,

review materials prepared for supervisor's approval for typographical accuracy and proper format; maintain recurring internal reports, requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files. Assist one individual, and in some cases the subordinate staff of that individual. This involves performing general office work that is auxiliary to the work of the organization. A secretary is the principal office clerk or administrative support person in the office. The work requires knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to teach such skills in a way that increases the effectiveness of others. High School with One year of experience.
Minimum General / Experience: 1 Year
Minimum Education: High School

SECRETARY II
Functional Responsibility: Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions. Duties include or are comparable to the following: screen telephone calls, visitors, and incoming correspondence; respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence; schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings; review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff; explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing. High School with Three years of experience.
Minimum General / Experience: 3 Year
Minimum Education: High School

SECRETARY III
Functional Responsibility: Uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices. Duties include or are comparable to the following: compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval; anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered; read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff; prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions; advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs. Assist one individual, and in some cases the subordinate staff of that individual. This involves performing general office work that is auxiliary to the work of the organization. A secretary is the principal office clerk or administrative support person in the office. The work requires knowledge of clerical and administrative procedures and requirements, various office skills, and the ability to teach such skills in a way that increases the effectiveness of others. High School with Five years of experience.
Minimum General / Experience: 5 Year
Minimum Education: High School

SERVICE ORDER DISPATCHER
Functional Responsibility: This position receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company, records information, such as name, address, article to be repaired,

or service to be rendered, prepares work order and distributes to service crew, schedules service calls and dispatches service crew. The Service Order Dispatcher calls or writes the customer to ensure satisfactory performance of service, keeps record of service calls and work orders, may dispatch orders and relay messages and special instructions to mobile crews and other departments using radio or cellular telephone equipment.
Minimum General / Experience: 1 Year
Minimum Education: High School

SUPPLY TECHNICIAN

Functional Responsibility: This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines.
Minimum General / Experience: 1 Year
Minimum Education: High School

SURVEY WORKER (Interviewer)

Functional Responsibility: This position interviews people to obtain information on topics such as public issues or consumer buying habits, contacts people at home business or by telephone following specified sampling procedures. The Survey Worker asks questions relative to items on a form or questionnaire, records answers, assists persons in filling out forms, and may review, sort, classify and file forms according to specified procedures and criteria. This worker may participate in federal, state or local census surveys.
Minimum General / Experience: 1 Year
Minimum Education: High School

RECEPTIONIST

Functional Responsibility: This position greets visitors, determining nature of visits and directing visitors to appropriate persons. Duties may include, but are not limited to, relaying incoming, outgoing, and intra-system calls through a private branch exchange (PBX) system; recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; hearing and resolving complaints; making appointments; handling incoming and outgoing mail; controlling access to the facility; keeping a log of visitors; and issuing visitor passes. In this position, one may also type and perform other routine clerical work, such as entering data and processing documents, which may occupy the major portion of the worker's time.
Minimum General / Experience: 1 Year
Minimum Education: High School

TRAVEL CLERK I

Functional Responsibility: Under close supervision or following specific procedures and detailed instructions, The Travel Clerk arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.
Minimum General / Experience: 1 Year
Minimum Education: High School

TRAVEL CLERK II

Functional Responsibility: Travel usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated using readily obtainable timetables or guides. Travel is frequently recurrent. A substantial number of problems arise because of rerouting, and there are often side trips requiring changes of transportation.

Travel is usually to areas accessible by direct line or established connecting points and normal modes of transportation. Travel is not always planned well in advance so there may be major problems of scheduling or accommodations. Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination. Within general guidelines, employees select and apply appropriate travel guides, methods, techniques, and work sequences to effectively accomplish the work. Most assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

Minimum General / Experience: 2 Year

Minimum Education: High School

TRAVEL CLERK III

Functional Responsibility: At this level, all major modes of transportation are used, as most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, re-planning, or rearranging, with many side trips requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections. A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information. The incumbent is characterized by independence of action, with very little instruction, guidance, and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and has responsibility as the principal liaison with all elements, carriers, and facilities.

Minimum General / Experience: 4 Year

Minimum Education: High School

WORD PROCESSOR I

Functional Responsibility: This position produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing, a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. The Word Processor I performs similar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.

Minimum General / Experience: 1 Year

Minimum Education: High School

WORD PROCESSOR II

Functional Responsibility: This position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as: a. Editing and reformatting

written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations. b. Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices. Incumbent corrects copy, and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work and provides specific instructions for new or unique projects, may lead lower level word processors.
Minimum General / Experience: 2 Year
Minimum Education: High School

WORD PROCESSOR III
Functional Responsibility: Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems.
Minimum General / Experience: 3 Year
Minimum Education: High School

AUTOMATION DATA PROCESSING OCCUPATIONS - SCA

COMPUTER OPERATOR I
Functional Responsibility: The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.
Minimum General / Experience: 1 Year
Minimum Education: High School

COMPUTER OPERATOR II
Functional Responsibility: The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.
Minimum General / Experience: 2 Year
Minimum Education: High School

COMPUTER OPERATOR III
Functional Responsibility: The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures

do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.
Minimum General / Experience: 3 Year
Minimum Education: High School

COMPUTER OPERATOR IV
Functional Responsibility: The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g. reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.
Minimum General / Experience: 4 Year
Minimum Education: High School

COMPUTER OPERATOR V
Functional Responsibility: The Computer Operator V resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. This operator may spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.
Minimum General / Experience: 5 Year
Minimum Education: High School

PERSONAL COMPUTER SUPPORT TECHNICIAN
Functional Responsibility: The Personal Computer Support Technician provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages. Job duties require the technician to install and test personal computers, printers, and other peripherals, configure operating system, load shrink-wrap programs and other application software programs. In this position, the incumbent troubleshoots computer problems, performs hardware and software diagnostics, coordinates needed repairs, resolves computer system problems, including coordination between users and components of a local area network, and participates in the evaluation of system configuration and software.
Minimum General / Experience: 1 Year
Minimum Education: High School

SYSTEM SUPPORT SPECIALIST
Functional Responsibility: This position provides troubleshooting assistance and problem resolution for computer systems in a variety of environments. Such assistance and resolution is provided for personal computers, mini/mainframe computers, client- servers as well Local Area Networks (LANs), Wide Area Networks (WANs), and web pages.
Minimum General / Experience: 1 Year
Minimum Education: High School

MECHANICS AND MAINTENANCE AND REPAIR OCCUPATIONS - SCA

ELECTRONICS TECHNICIAN MAINTENANCE I
Functional Responsibility: The Electronics Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions, performs such tasks as replacing components, wiring circuits, repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. This person works under close supervision receiving technical guidance from supervisor or higher-level technician. Work is checked frequently for accuracy.
Minimum General / Experience: 1 Year
Minimum Education: High School

ELECTRONICS TECHNICIAN MAINTENANCE II
Functional Responsibility: The Electronics Technician Maintenance II applies basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence, in selecting tools, testing instruments, and is reviewed for compliance with accepted practices. This technician works under immediate supervision and achieves technical guidance, as required, from supervisor or higher-level technician.
Minimum General / Experience: 2 Year
Minimum Education: High School

ELECTRONICS TECHNICIAN MAINTENANCE III
Functional Responsibility: The Electronics Technician Maintenance III applies advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes. Work typically requires an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. This position may provide technical guidance to lower level technicians.
Minimum General / Experience: 4 Year
Minimum Education: High School

TELECOMMUNICATIONS MECHANIC I
Functional Responsibility: The Telecommunications Mechanic I installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or non-voice communications systems including intercom and public address systems, alarm systems, teletype equipment, and electronic and electromechanical telephone key systems/PBAXs; terminal and communications equipment, including line drivers. This mechanic runs cables, key cables, or house wire to all telephone sets, terminal connectors, lugs, pins, or screws, associated with key telephone equipment and/or terminating equipment for non-voice circuits.
Minimum General / Experience: 2 Year
Minimum Education: High School

TELECOMMUNICATIONS MECHANIC II
Functional Responsibility: The Telecommunications Mechanic II installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. This worker analyzes system failures and other unusual system

occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. Employees in this position maintain manual and/or computerized central office records, including detail records, traffic analysis records, cable records, line records, subscriber service records, and spare parts inventories.
Minimum General / Experience: 3 Year
Minimum Education: High School

INFORMATION AND ARTS OCCUPATIONS - SCA

EXHIBITS SPECIALIST I
Functional Responsibility: At this level, the Exhibits Specialist brings to the job manual dexterity, mechanical skill, and/or artistic skill, plus aptitude for learning exhibits techniques. They perform duties related to the fabrication, finishing and repair of exhibits while acquiring training in museum or exhibits techniques.
Minimum General / Experience: 1 Year
Minimum Education: High School

EXHIBITS SPECIALIST II
Functional Responsibility: At this level, the Exhibits Specialist perform independently the phases of work in which they are proficient and receive training in the more complex processes. Duties relate to the fabrication, finishing and maintenance of exhibits that require a high degree of manual dexterity and moderate but varied artistic skills. Generally, they work from accurate scale drawings, blueprints or sketches with instructions as to the materials to be used and the colors to be matched. On the phases of the work with which they are thoroughly familiar, and within the framework of accepted and proven methods and techniques, there is considerable latitude of choice in execution. The supervisor checks their work at the completion of each phase on work that involves several processes or stages of development.
Minimum General / Experience: 2 Year
Minimum Education: High School

EXHIBITS SPECIALIST III
Functional Responsibility: At this level, the Exhibits Specialist is responsible for the construction of portions of more complex exhibits, such as models, three-dimensional training aids, or complex exhibit cases and other exhibit furniture. Complexity of work may be indicated by: (a) subject matter which requires extensive study and search of the literature; (b) the need to demonstrate the significance of an event or development; (c) the need to present the development or evaluation of an event; and (d) subject matter involving several disciplines. Another area of work at this level includes the planning of detailed work processes and actual restoration work on historic structures or valuable items, or the construction of replicas or models requiring greater skill than is required for the work at the Exhibits Specialist II level. At level III, Exhibits Specialists are comparatively free to use judgment in selecting work methods and materials, and developing techniques and color schemes.
Minimum General / Experience: 3 Year
Minimum Education: High School

ILLUSTRATOR I
Functional Responsibility: Prepares illustrations and drawings using common art media to depict medical and scientific subjects or technical equipment, renders preliminary or final products such as assembly and component drawings, and schematic diagrams from rough sketches or notes provided by subject matter specialists, using art media such as oil, water color or pen-and-ink. Position requires the ability to use common media such as tempera, oils, pen-and-ink, or pencil with average skill. Copies drawings, either by tracing or freehand; applies coloring or wash to line drawings; letters by hand or by use of templates and does

detail or background work on illustrations which have been prepared by an illustrator of higher grade. When working with scientific subjects and technical equipment this Illustrator acquires basic knowledge of subject matter field and develops information about the field of work that will be illustrated. When working in the general fields of illustrating, someone in this position acquires necessary information about subject of the illustrations or applies general knowledge to the subject.
Minimum General / Experience: 1 Year
Minimum Education: High School

ILLUSTRATOR II
Functional Responsibility: The Illustrator II usually is assigned to projects involving several of the common art media such as pen-and-ink, pencil, tempera, wash, oils, and airbrush over a period of time. These projects require the Illustrator to be proficient in the use of these media and in executing acceptable drawings in many styles. Generally, Illustrator II executes drawings that have been conceived by others and presented in the form of rough sketches. This illustrator does not exercise an extensive knowledge of the subject matter involved when preparing medical, scientific or technical equipment illustrations, but does acquire information about the subject assigned to illustrate and develop a background of subject matter knowledge through carrying out these illustrating assignments. However, the kind of illustrating work assigned does not require an extensive prior knowledge about the subjects illustrated.
Minimum General / Experience: 2 Year
Minimum Education: High School

ILLUSTRATOR III
Functional Responsibility: The projects to which the Illustrator III are assigned, usually involve several of the common art media (as in the case of Illustrator II), but the illustrations themselves typically require a higher degree of skill in the use of many of the media. This degree of skill is required for the following reasons: (a) the speed with which the illustration must be completed requires the ability to work quickly and competently in order to produce an acceptable finished product within the available time limit. (b) The illustration calls for the use of fine detail, special artistic effects, or an unusual use of the chosen medium or; (c) The method of reproduction, how the illustration will be used, or the information or artistic results desired, calls for exceptional care and skill in the use of the medium. The themes illustrated may be either concrete in nature or they may represent ideas and abstract concepts. The illustrations differ from those typical of Illustrator II in that they are expected to interpret the publications, chart, poster, or exhibit in which they appear, while Illustrator II presents factual, rather than interpretative material. Illustrator III is required to have knowledge of a specialized subject matter field such as medicine, science, or technical equipment, and will prepare illustrations that are designed to reproduce the appearance of specific medical or scientific specimens or of pieces of technical equipment.
Minimum General / Experience: 3 Year
Minimum Education: High School

LIBRARIAN
Functional Responsibility: The Librarian maintains library collections of books, serial publications, and documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials, furnishes information on library activities, facilities, rules and services, explains and assists in use of reference sources, such as card or book catalog, or book and periodical indexes to locate information. This worker issues and receives materials for circulation or use in library, assembles and arranges displays of books and other library materials, maintains reference and circulation materials. The Librarian also answers correspondence on special reference subjects, may compile list of library materials according to subjects or interests, and may select, order, catalog and classify materials.
Minimum General / Experience: 1 Year
Minimum Education: High School

LIBRARY AIDE/CLERK

Functional Responsibility: The Library Aide/Clerk works under the supervision of Librarian and Library Technician at the main circulation desk following simple repetitive tasks including; issuing library cards, explaining library rules and borrowing procedures, recording information such as reports of lost or damaged items, requests for materials, and overdue materials and refers this information to Library Technician or Librarian. This Worker contacts borrowers by telephoning or issuing overdue notices, shelves books, magazines, and other materials under supervision of Library Technician or Librarian, accesses and enters limited routine information in a few screens of automated database, performs routine clerical duties such as referring callers or visitors to appropriate staff, and assists Library Technician with processing duties such as labeling and stamping and preparing materials such as posters or book lists for events.

Minimum General / Experience: 1 Year
Minimum Education: High School

LIBRARY TECHNICIAN

Functional Responsibility: The Library Technician provides information service such as answering questions regarding card catalogs and assists in the use of bibliographic tools, such as Library of Congress catalog. The incumbent performs routine cataloging of library materials, files cards in catalog drawers according to system used, answers routine inquiries, and refers persons requiring professional assistance to Librarian. This Technician verifies bibliographic information on order requests, works or directs workers in maintenance of stacks or in section of department or division with tasks such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.

Minimum General / Experience: 1 Year
Minimum Education: High School

MEDIA SPECIALIST I

Functional Responsibility: The Media Specialist I maintains library of media (tapes, cassettes and microfiche), which presents few difficult data processing problems (e.g. damaged media or misplaced media). In response to data processing problems, this person applies data processing or corrective procedures, refers problems which do not have preplanned procedures, and works under general supervision of the higher-level Media Specialists.

Minimum General / Experience: 1 Year
Minimum Education: High School

MEDIA SPECIALIST II

Functional Responsibility: This Specialist maintains a range of media (tapes, cassettes and microfiche). In addition to maintaining the media library and resolving common data processing problems, the incumbent diagnoses and acts on media errors not fully covered by existing procedures and guidelines (e.g., tape, disposition or making mechanical adjustments to maintain or restore media equipment). In response to media error reports, this Worker may deviate from standard procedures if standard procedures do not provide a solution and refers still-unresolved problems to Media Specialist III.

Minimum General / Experience: 2 Year
Minimum Education: High School

MEDIA SPECIALIST III

Functional Responsibility: The Media Specialist III adapts to a variety of nonstandard problems that require extensive specialist assistance (e.g., expiration date on media, media internally labeled incorrectly or frequent introduction of new media technology). In response to media error conditions, this Worker chooses or devises a course of action from among processing tanks and dryer, around polished drum, and onto take-up reel. The specialist turns valves to fill tanks with premixed solutions such as developer, dyes, stop-baths, fixers, bleaches, and washes, moves thermostatic control to keep steam-heated drum at specified temperature,

and splices sensitized paper to leaders using tape. The specialist then starts machine and throws switches to synchronize drive speeds of processing and drying units, compares processed prints with color standard, reports variations to control department, adds specified amount of chemicals to renew solutions, and maintains production records.

Minimum General / Experience: 3 Year
Minimum Education: High School

PHOTOGRAPHER I

Functional Responsibility: The Photographer I takes routine pictures in situations where several shots can be taken. This Photographer uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting. Photographs are taken for identification, employee publications, information, or publicity purposes. Workers must be able to focus, center, and provide simple flash-type lighting for an uncomplicated photograph. Typical subjects are employees who are photographed for identification, award ceremonies, interviews, banquets or meetings; or external views of machinery, supplies, equipment, building, damaged shipments, or other subjects photographed to record conditions. Assignments usually are performed without direct guidance due to the clear and simple nature of the desired photograph.

Minimum General / Experience: 1 Year
Minimum Education: High School

PHOTOGRAPHER II

Functional Responsibility: This Photographer uses standard still cameras, commonly available lighting equipment and related techniques to take photographs, which involve limited problems of speed, motion, color contrast, or lighting. Typically, the subjects photographed are similar to those at Level I, but the technical aspects require more skill. Based on clear-cut objectives, this Worker determines shutter speeds, lens settings and filters, camera angles, exposure times, and type of film. This position requires familiarity with the situation gained from similar past experience to arrange for specific emphasis, balanced lighting, and correction for distortion, etc., as needed. The Photographer II may use 16mm or 35mm motion picture cameras for simple shots such as moving equipment or individuals at work or meetings, where available or simple artificial lighting is used. Ordinarily, there is opportunity for repeated shots or for retakes if the original exposure is unsatisfactory. This Photographer consults with supervisor or photographers that are more experienced when problems are anticipated.

Minimum General / Experience: 2 Year
Minimum Education: High School

PHOTOGRAPHER III

Functional Responsibility: The Photographer III selects from a range of standard photographic equipment for assignments demanding exact renditions, normally without opportunity for later retakes, when there are specific problems or uncertainties concerning lighting, exposure time, color, artistry, etc. Job tasks require this worker to discuss technical requirements with operating officials or supervisor and customize treatment for each situation according to a detailed request, vary camera processes and techniques, and use the
setting and background to produce esthetics, as well as accurate and informative pictures. Typically, standard equipment is used at this level, although "specialized" photography can be performed using some special-purpose equipment under closer supervision.

In typical assignments, the Photographer III photographs the following: (1) drawings, charts, maps, textiles, etc., requiring accurate computation of reduction ratios and exposure times and precise equipment adjustments; (2) tissue specimens in fine detail and exact color when color and condition of   the tissue may deteriorate rapidly; (3) medical or surgical procedures or conditions which normally cannot be recaptured; (4) machine or motor parts to show wear or corrosion in minute wires

or gears; (5) specialized real estate, goods and products for catalogs or listings when salability is enhanced by the photography; (6) work, construction sites, or patrons in prescribed detail to substantiate legal claims, contracts, etc.; (7) artistic or technical design layouts requiring precise equipment settings; and (8) fixed objects on the ground or air-to-air objects which must be captured quickly and require directing the pilot to get the correct angle of approach. This person works independently; solves most problems through consultations with more experienced photographers, if available, or through reference sources.
Minimum General / Experience: 3 Year
Minimum Education: High School

PHOTOGRAPHER IV
Functional Responsibility: The Photographer IV uses special-purpose cameras and related equipment for assignments in which the photographer usually makes all the technical decisions, although the objective of the pictures is determined by operating officials. This Worker conceives and plans the technical photographic effects desired by operating officials and discusses modifications and improvements to their original ideas in light of the potential and limits of the equipment, improvises photographic methods and techniques or selects and alters secondary photographic features (e.g., scenes, backgrounds, colors, lighting). Many assignments afford only one opportunity to photograph the subject. Typical examples of equipment used at this level include ultra-high speed, motion picture production, studio television, animation cameras, specialized still and graphic cameras, electronic timing and triggering devices, etc. Some assignments are characterized by extremes in light values and the use of complicated equipment. This photographer sets up precise photographic measurement and control equipment; uses high speed color photography, synchronized stroboscopic (interval) light sources, and/or timed electronic triggering; operates equipment from a remote point; or arranges and uses cameras operating at several thousand frames per second. In other assignments, selects and sets up motion picture or television cameras and accessories and shoots a part of a production or a sequence of scenes, or takes special scenes to be used for background or special effects in the production. This person works under guidelines and requirements of the subject-matter area to be photographed and consults with supervisors only when dealing with highly unusual problems or altering existing equipment.
Minimum General / Experience: 4 Year
Minimum Education: High School

PHOTOGRAPHER V
Functional Responsibility: As a top technical expert, the Photographer V exercises imagination and creative ability in response to photography situations requiring novel and unprecedented treatment. This worker typically performs one or more of the following assignments: (1) develops and adapts photographic equipment or processes to meet new and unprecedented situations, e.g. works with engineers and physicists to develop and modify equipment for use in extreme conditions such as excessive heat or cold, radiation, high altitude, under water, wind and pressure tunnels, or explosions; (2) plans and organizes the overall technical photographic coverage for a variety of events and developments in phases of a scientific, industrial, medical, or research project; or (3) creates desired illusions or emotional effects by developing trick or special effects photography for novel situations requiring a high degree of ingenuity and imaginative camera work to heighten, simulate, or alter reality. The Photographer V Independently develops, plans, and organizes the overall technical photographic aspects of assignments in collaboration with operating officials who are responsible for project substance. This worker uses imagination and creative ability to implement objectives within the capabilities and limitations of cameras and equipment, may exercise limited control over the substance of events to be photographed by staging actions, suggesting behavior of the principals, and rehearsing activities before photographs are taken.
Minimum General / Experience: 5 Year
Minimum Education: High School

VIDEO TELECONFERENCE TECHNICIAN
Functional Responsibility: The Video Teleconference Technician operates video teleconferencing equipment including powering The up teleconferencing equipment, checking equipment for proper operation, setting audio levels, positioning camera functions, performing secure or non-secure setup; operate or assist in operating session control panel, studio control unit, and high-resolution graphics. Job tasks require this technician to provide assistance to users in conducting video teleconference sessions, which may include conference preparation, and monitor VTC equipment and system performance, reporting equipment and network problems to appropriate parties for maintenance or repair. The Video Teleconference Technician's responsibilities may include operation of briefing computers, projectors or other audiovisual equipment in conjunction with video teleconferencing services; may include scheduling video teleconferencing sessions, training personnel in operation of video teleconferencing equipment, and other audiovisual equipment associated with video teleconferencing services.
Minimum General / Experience: 1 Year
Minimum Education: High School

TECHNICAL AND INSTRUCTIONAL OCCUPATIONS - SCA

COMPUTER BASED TRAINING SPECIALIST / INSTRUCTOR
Functional Responsibility: The Computer Based Training Specialist works with courseware production team to design, develop, revise and validate interactive computer-based courseware. This specialist uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The Worker also implements quality control and review and revision procedures throughout the courseware development process.
Minimum General / Experience: 1 Year
Minimum Education: High School

EDUCATIONAL TECHNOLOGIST
Functional Responsibility: The Educational Technologist will provide expertise in instructional methodology, tests and measurement, and curriculum development, develop courseware format guidelines, review and maintain task lists and objective hierarchies, and write courseware materials in designated format (student study guide, workbooks, etc.). This technologist will work with Instructional Developers and Instructor/Subject Matter Experts to ensure accurate content and format. This person plans graphics integrates completed graphics into curriculum. Responsibilities require the Technologist to track individual lesson status, review lesson materials before submission ensure revisions do not impact instructional flow, and monitor lecture presentations to evaluate and assist with lesson organization and content.
Minimum General / Experience: 1 Year
Minimum Education: High School

GRAPHIC ARTIST
Functional Responsibility: The Graphic Artist works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.
Minimum General / Experience: 2 Year
Minimum Education: High School

TECHNICAL INSTRUCTOR

Functional Responsibility: The Technical Instructor teaches one or more short courses in a technical trade or craft such as electricity, electronics, surveying, aircraft or ship fundamentals, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The incumbent teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. The Technical Instructor alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents.

Minimum General / Experience: 2 Year
Minimum Education: High School

TECHNICAL INSTRUCTOR/COURSE DEVELOPER

Functional Responsibility: The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve electronics, welding, or more highly technical areas such as radio and electronics repair or operation of weapons systems. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter), development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and while acting as the testing officer, the conducting of test analysis and development or revision of test items.

Minimum General / Experience: 3 Year
Minimum Education: High School

CIVIL ENGINEERING TECHNICIAN

Functional Responsibility: This technician assists the Civil Engineer in application of principles, methods, and techniques of civil engineering technology, reviews project specifications and confers with the Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, and evaluation of field conditions,

design changes, and reports. This worker conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests, prepares reports detailing tests conducted and their results. The Civil Engineering Technician surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment, drafts detailed dimensional drawings such as those needed for highway plans, structural steel fabrication, and water control projects. This work involves performing duties as described under Drafter, and calculating dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator.

Minimum General / Experience: 1 Year
Minimum Education: High School

DRAFTER/CAD OPERATOR I

Functional Responsibility: This operator prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs, or uses a compass and other equipment needed to

complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy. Typical assignments include: a. Revisions to the original drawings of a plumbing system by increasing pipe diameters. b. Drawing from sketches, the building floor plans, determining size, spacing and arrangement of freehand lettering according to scale. c. Drawing simple land profiles from predetermined structural dimensions and reduced survey notes. d. Tracing river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies. e. Preparing a computer model of a room, building, structure from data, prints, photos.
Minimum General / Experience: 1 Year
Minimum Education: High School

DRAFTER/CAD OPERATOR II
Functional Responsibility: This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product. Typical assignments include: a. Preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout. b. Preparing and revising detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings. c. Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations.
Minimum General / Experience: 2 Year
Minimum Education: High School

DRAFTER/CAD OPERATOR III
Functional Responsibility: This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. Drawings or models include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. The Draft/CAD Operator works from sketches, computer models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. This operator selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. This operator independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include: a. Prepares complete sets of drawings of test equipment to be manufactured from layouts, models, or sketches. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, this operator describes dimensions, tolerances, fits, fabrication

techniques, and standard parts to use in manufacturing the equipment. b. From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards. c. From precedents, drafting standards, and established practices, prepares final
construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms, prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.
Minimum General / Experience: 3 Year
Minimum Education: High School

DRAFTER/CAD OPERATOR IV
Functional Responsibility: This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.
Minimum General / Experience: 4 Year
Minimum Education: High School

ENGINEERING TECHNICIAN I
Functional Responsibility: This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. This person performs one or a combination of such typical duties as: a. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting; b. Performing simple or routine tasks or tests such as tensile or hardness tests; c. Operating and adjusting simple test equipment; records test data; d. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; e , Performing computations by substituting numbers in specified formulas; and, f. Plotting data and draws simple curves and graphs.
Minimum General / Experience: 1 Year
Minimum Education: High School

ENGINEERING TECHNICIAN II
Functional Responsibility: The Engineering Technician II performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress. This technician performs at this level, one or a combination of such typical duties as: a. Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment; b. Conducting a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors; c. Extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form.
Minimum General / Experience: 2 Year
Minimum Education: High School

ENGINEERING TECHNICIAN III

Functional Responsibility: The Engineering Technician III performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions.

This technician performs at this level one or a combination of such typical duties as: a. Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions; b. Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. c. Conducting various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data; d. Extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation. e. Assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

Minimum General / Experience: 3 Year
Minimum Education: High School

ENGINEERING TECHNICIAN IV

Functional Responsibility: The Engineering Technician IV performs non-routine assignments of substantial variety and complexity, using operational precedents that are not fully applicable, such assignments that are typically parts of broader assignments, are screened to eliminate unusual design problems. This incumbent may plan such assignments. This technician receives technical advice from supervisor or engineer. Work is reviewed for technical adequacy (or conformity with instructions). This position may be assisted by lower-level technicians and have frequent contact with professionals and others within the establishment, and performs one or a combination of such typical duties as: a. Developing or reviewing designs by extracting and analyzing a variety of engineering data, applying conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. (Examples of designs include detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts). b. Conducting tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures, preparing and operating equipment, recording data, measuring and recording problems of significant complexity that sometimes require resolution at a higher level, and analyzes data and prepares test reports. c. Applying methods outlined by others to limited segments of research and development projects, constructing experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary and recording and evaluating data and reports findings.

Minimum General / Experience: 4 Year
Minimum Education: High School

ENGINEERING TECHNICIAN V

Functional Responsibility: This technician performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project, selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work, reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer

outlines objectives, requirements, and design approaches.

Completed work is reviewed for technical adequacy and satisfaction of requirements. This incumbent may train and be assisted by lower-level technicians, and performs one or a combination of the following: a.

Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results. b. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements that are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design. c. Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results and prepares reports on findings and recommendations.

Minimum General / Experience: 5 Year

Minimum Education: High School

ENGINEERING TECHNICIAN VI

Functional Responsibility: This technician independently plans and accomplishes complete projects or studies of broad scope and complexity or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters. Completed work is reviewed for compliance with overall project objectives. This worker may supervise or train and be assisted by lower level technicians, and performs, one or a combination of the following: a. Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment).b. Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system. c. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies. d. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

Minimum General / Experience: 6 Year

Minimum Education: High School

ENVIRONMENTAL TECHNICIAN

Functional Responsibility: The Environmental Technician conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling

pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. This worker conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals,

autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment.

This worker collects samples of gases from smokestacks and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants; collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial wastewater, or water from other sources to assess pollution problem, and collects soil, silt, or mud to determine chemical composition and nature of pollutants. This worker prepares sample for testing, records data, and prepares summaries and charts for review, sets monitoring equipment to provide flow of information, installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation.

Minimum General / Experience: 1 Year
Minimum Education: High School

PARALEGAL / LEGAL ASSISTANT I

Functional Responsibility: The Paralegal/Legal Assistant I work under close supervision with required assistance readily available. Persons in this position typically perform the following: a. Consult prescribed sources of information for facts relating to matters of interest to the program; b. Review documents to extract selected data and information relating to specific items; c. Review and summarize information in prescribed format on case precedent and decisions; d. Search and extract legal references in libraries and computer-data banks; e. Attend hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assist in the presentation of charts and other visual information.

Minimum General / Experience: 1 Year
Minimum Education: High School

PARALEGAL / LEGAL ASSISTANT II

Functional Responsibility: At this level, the Paralegal/Legal Assistant II exercises more independent judgment than at the level I position. In this capacity the incumbent: a. Reviews case materials to become familiar with questions under consideration; b. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents; c. Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law; d. Interviews potential witnesses and prepares summary interview reports for the attorney's review; e. Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage; f. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits; g. Verifies citations and legal references on prepared legal documents; h. Prepares summaries of testimony and depositions; i. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

Minimum General / Experience: 2 Year
Minimum Education: High School

PARALEGAL / LEGAL ASSISTANT III

Functional Responsibility: At this level, the Paralegal/Legal Assistant III participates in the substantive development of cases. In this capacity, the incumbent performs the following: a. Analyzes and evaluates case files against litigation worthiness standards; b. Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney; c. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys; d. Gathers, sorts, classifies, and

interprets data to discover patterns of possible discriminatory activity; e. Interviews relevant personnel and potential witnesses to gather Information; f. Reviews and analyzes relevant statistics; g. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation; h. Consults with statistical experts on reliability evaluations; i. May testify in court concerning relevant data.
Minimum General / Experience: 3 Year
Minimum Education: High School

PARALEGAL / LEGAL ASSISTANT IV
Functional Responsibility: At this level, the Paralegal/Legal Assistant IV assists in the evaluation, development, and litigation of cases. In this capacity, the incumbent performs the following duties: a. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law; b. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information; c. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence; d. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns; e. Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation; f. Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems; g. Interviews potential witnesses for information and prepares witnesses for court appearances; h. Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results; i. Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files; j. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.
Minimum General / Experience: 4 Year
Minimum Education: High School

TECHNICAL WRITER I
Functional Responsibility: The Technical Writer I revise or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to
operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.
Minimum General / Experience: 1 Year
Minimum Education: High School

TECHNICAL WRITER II

Functional Responsibility: In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details. This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

Minimum General / Experience: 2 Year

Minimum Education: High School

TECHNICAL WRITER III

Functional Responsibility: The Technical Writer III develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. The Technical Writer III studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.

Minimum General / Experience: 3 Year

Minimum Education: High School

PROFESSIONAL LABOR CATEGORIES (i.e., NON–SCA WAGE DETERMINATION POSITIONS)

BUSINESS SYSTEMS ANALYST / ENGINEER I
Functional Responsibility: Assists in developing and defining systems scope and objectives through research combined with a basic understanding of business systems and industry requirements. Interviews personnel from functional user area under study to learn general purpose of systems and information requirements of positions involved in the data flow. Analyzes business and user needs, document requirements, and revises existing system logic difficulties as necessary under direction of more experienced Business System Analyst personnel. Attend on-going training sessions to achieve a higher level of technical skill. Requires Bachelor's degree or equivalent, and 1 year of related experience.
Minimum General / Experience: 1 year
Minimum Education: Bachelors

BUSINESS SYSTEMS ANALYST / ENGINEER II
Functional Responsibility: Formulates and defines systems scope and objectives through research combined with a basic understanding of business systems and industry requirements. Develops or modifies procedures to solve moderately complex problems within information systems. Analyzes business and user needs, document requirements, and revise existing system logic difficulties as necessary. Provides guidance to less experienced Business System Analysts. Requires Bachelor's degree or equivalent, and 2 years of related experience.
Minimum General / Experience: 2 year
Minimum Education: Bachelors

BUSINESS SYSTEMS ANALYST / ENGINEER III
Functional Responsibility: Senior Formulates and defines systems scope and objectives through user needs and an understanding of business systems and industry requirements. Develops or modifies procedures to solve complex problems within information systems. Analyzes business and user needs, document requirements, and translate into proper system requirement specifications. Provides expertise in the formulation of systems scope and objectives relative to the organization's business plan and industry requirements. Works independently or as a member of a project team responsible for providing technical guidance related to the business implications of the application of various systems. Provides technical consulting on complex projects. Provides guidance to less experienced Business System Analysts. Requires Bachelor's degree or equivalent, and 5 years of related experience.
Minimum General / Experience: 5 year
Minimum Education: Bachelors

DATABASE ANALYST I
Functional Responsibility: Assists in administering database organizations, standards, controls, procedures, and documentation in this entry-level position. Provides entry level technical consulting in the definition, design, and creation of a database environment. Develops applications to help formulate database solutions to business problems, data architectures, database management system facilities and capabilities, and the operation and tuning of databases. Maintains databases with respect to access methods, access time, batch processes, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Includes maintenance of database dictionaries, and integration of systems through database design. Maintains database dictionaries. Maintains and documents shell scripts and batch processes. Ensures that documentation is complete and current. Applies procedures for periodic database backup. Requires Bachelor's degree or equivalent, and 1 year of related experience.
Minimum General / Experience: 1 year
Minimum Education: Bachelors

DATABASE ANALYST II

Functional Responsibility: Administers database organizations, standards, controls, procedures, and documentation. Provides technical consulting in the definition, design, and creation of a database environment. Assists applications development staff and users on database solutions to business problems, data architectures, database management system facilities and capabilities, and the operation and tuning of databases. Implements and maintains databases with respect to access methods, access time, batch processes, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Includes maintenance of database dictionaries, and integration of systems through database design and implementation. Maintains database dictionaries and documents shell scripts and batch processes. Ensures that documentation is complete and current. Develops and applies procedures for periodic database backup. Requires Bachelor's degree or equivalent, and 2 years of related experience.
Minimum General / Experience: 2 year
Minimum Education: Bachelors

DATABASE ANALYST III

Functional Responsibility: Defines and administers database organizations, standards, controls, procedures, and documentation. Provides experienced technical consulting in the definition, design, and creation of a database environment. Advises applications development staff and users on database solutions to business problems, data architectures, database management system facilities and capabilities, and the operation and tuning of databases. Ensures economic and efficient availability of data within adequate safeguards. Designs, implements, and maintains databases with respect to access methods, access time, batch processes, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Includes maintenance of database dictionaries, and integration of systems through database design. Develops and maintains expertise in use of automated tools for database design and implementation. Requires Bachelor's degree or equivalent, and 5 years of related experience.
Minimum General / Experience: 5 year
Minimum Education: Bachelors

DATABASE ANALYST IV

Functional Responsibility: Defines and oversees database organizations, standards, controls, procedures, and documentation. Provides experienced technical consulting in the definition, design, and creation of a database environment. Advises applications development staff and users on database solutions to business problems, data architectures, database management system facilities and capabilities, and the operation and tuning of databases. Ensures economic and efficient availability of data within adequate safeguards. Designs and implements databases with respect to access methods, access time, batch processes, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Develops and maintains expertise in use of automated tools for database design and implementation. Develops, maintains and documents shell scripts and batch processes. Participates as a leader and as a team member and works to maintain a positive environment. Requires Bachelor's degree or equivalent, and 7 years of related experience.
Minimum General / Experience: 7 year
Minimum Education: Bachelors

DATABASE ANALYST V

Functional Responsibility: Defines database organizations, standards, controls, procedures, and documentation. Provides experienced technical consulting in the definition, design, and creation of a database environment. Advises applications development staff and users on database solutions to business problems, data architectures, database management system facilities and capabilities, and the operation and tuning of databases. Ensures economic and efficient availability of data within adequate safeguards. Develops expertise in use of automated tools for database design and implementation. Develops procedures to address needs of shell scripts and batch processes. Ensures that documentation is complete and current. Develops procedures

relating to database and application security including procedures by which access is authorized, enabled, changed and withdrawn. Develops procedures for periodic database backup. Participates as a leader and as the senior team member. Requires Bachelor's degree or equivalent, and 10 years of related experience.
Minimum General / Experience: 10 year
Minimum Education: Bachelors

DEVOPS ENGINEER I

Functional Responsibility: Plan, design, develop and execute software configuration management tasks; tasks include building software deliverables from source code control, scripting of builds, and tracking of build versions on a Microsoft platform. Administer the source code repository (Subversion) and perform daily configuration management activities. Follow the software development life cycle for analysis, design, development, documentation, and testing. Help in development activities by writing scripts to support and monitor products' builds. Develop efficient and high-quality build scripts while meeting product release deadlines. Support production environments by conducting thorough deployments. Participate in any Deployment Plans for scheduled or emergency releases of the supported application. Provide estimates and meet deliverables in a timely manner. Communicate effectively when dealing with internal and external customers. Monitor application and operational processes within internal and production environments. Contribute to the development and implementation of team and group process improvements. Requires Bachelor's degree or equivalent, and 1 year of related experience.
Minimum General / Experience: 1 year
Minimum Education: Bachelors

DEVOPS ENGINEER II

Functional Responsibility: Plan, design, develop and execute software configuration management tasks; tasks include building software deliverables from source code control, scripting of builds, and tracking of build versions on a Microsoft platform. Administer the source code repository (Subversion) and perform daily configuration management activities. Follow the software development life cycle for analysis, design, development, documentation, and testing. Help in development activities by writing scripts to support and monitor products' builds. Develop efficient and high-quality build scripts while meeting product release deadlines. Support production environments by conducting thorough deployments. Participate in any Deployment Plans for scheduled or emergency releases of the supported application. Provide estimates and meet deliverables in a timely manner. Communicate effectively when dealing with internal and external customers. Monitor application and operational processes within internal and production environments. Contribute to the development and implementation of team and group process improvements. Provides technical support to appropriate personnel on complex system administration activities. Requires Bachelor's degree or equivalent, and 2 years of related experience.
Minimum General / Experience: 2 year
Minimum Education: Bachelors

DEVOPS ENGINEER III

Functional Responsibility: DevOps Engineer III Functional Responsibility: Plan, design, develop and execute software configuration management tasks; tasks include building software deliverables from source code control, scripting of builds, and tracking of build versions on a Microsoft platform. Administer the source code repository (Subversion) and perform daily configuration management activities. Follow the software development life cycle for analysis, design, development, documentation, and testing. Help in development activities by writing scripts to support and monitor products' builds. Develop efficient and high-quality build scripts while meeting product release deadlines. Support production environments by conducting thorough deployments. Participate in any Deployment Plans for scheduled or emergency releases of the supported application. Provide estimates and meet deliverables in a timely manner. Communicate effectively when dealing with internal and external customers. Monitor application and operational processes within internal and production environments. Contribute to the development and implementation of team and

group process improvements. Provides technical support to appropriate personnel on highly complex system administration activities. Provides technical solutions and escalated support for non-routine, highly complex technical issues. Requires Bachelor's degree or equivalent, and 4 years of related experience. Minimum General / Minimum General / Experience: 4 year
Minimum Education: Bachelors

FINANCIAL ANALYST I
Functional Responsibility: Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager. Requires a Bachelor's degree with at least 2 years of experience in the field.
Minimum General / Experience: 2 year
Minimum Education: Bachelors

FINANCIAL ANALYST II
Functional Responsibility: Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager. Requires a Bachelor's degree with at least 4 years of experience in the field.
Minimum General / Experience: 4 year
Minimum Education: Bachelors

FINANCIAL ANALYST III
Functional Responsibility: Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager. Requires a Bachelor's degree with at least 6 years of experience in the field.
Minimum General / Experience: 6 year
Minimum Education: Bachelors

PROJECT MANAGER I
Functional Responsibility: Assists higher level program manager in directing the project life cycle by assisting in development of comprehensive project plans to include both long and short-range goals and milestones. Identifies, acquires, and utilizes company resources to achieve project

technical objectives. Directs a project team, monitoring and encouraging functional organizations to complete milestones within specific budgets and schedules. May occasionally interface with external customers and top management to communicate status of project throughout life cycle. Requires Bachelor's degree or equivalent, and five years of related experience.
Minimum General / Experience: 5 year
Minimum Education: Bachelors

PROJECT MANAGER II
Functional Responsibility: Responsible for the performance of relatively small technical projects or a definable portion of a larger technical program in accordance with contract requirements and company policies, procedures and guidelines. Directs and supervises all support resources for the performance of project assignments and activities. Manages the technical direction of a project through the design, implementation, and testing in accordance with project objectives. Responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by leading relatively small proposals or assisting with major proposals. Requires Bachelor's degree or equivalent, and seven years of related experience.
Minimum General / Experience: 7 year
Minimum Education: Bachelors

PROJECT MANAGER III
Functional Responsibility: Responsible for the performance of a relatively significant project/program or multiple smaller projects in accordance with contract requirements and company policies, procedures and guidelines. Oversees the technology development and/or application, marketing, and resource allocation within project client base. Maintains contract budgets, prepares contract-billing, estimates materials, equipment, production costs and delivery schedules. Project area typically represents more than three functional areas such as engineering, systems analysis, quality control and administration. Responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by leading proposals. Requires Bachelor's degree or equivalent, and 10 years of related experience including management experience.
Minimum General / Experience: 10 year
Minimum Education: Bachelors

PROJECT MANAGER IV
Functional Responsibility: Responsible for the successful technical, schedule, and cost performance of a major project/program, or multiple projects/programs, through subordinate project managers, in accordance with contract requirements and company policies, procedures and guidelines. Duties may include contract accounting and reporting, payroll/personnel processing, project schedule focus to management, tracking annual fiscal plans and monthly updates, maintenance and reporting, contract administration, purchasing, facility leasing and service administration. Maintains contract budgets, prepares contract-billing, estimates materials, equipment, production costs and delivery schedules. Provides on-site oversight of the technology development and/or application, marketing, and resource allocation within project client base. Project area typically represents four or more functional areas such as engineering, systems analysis, quality control and administration. Responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by leading proposals and/or overseeing subordinate program/project managers. Requires Bachelor's degree or equivalent, and 12 years of related experience in a technical environment, including five years related management experience.
Minimum General / Experience: 12 year
Minimum Education: Bachelors

PROJECT MANAGER V

Functional Responsibility: Manages assigned group of Program Control Analysts who provide on-site administrative support and coordination to various contract(s), project(s), task(s) or business unit (s). Duties may include the management of contract accounting and reporting, payroll/personnel processing, maintenance and reporting, contract administration, purchasing, facility leasing and service administration. Maintains contract budgets, prepares contract billing, estimates materials, equipment, production costs and delivery schedules. Oversees personnel records, facility administration and purchases equipment and supplies. Participates in introducing the Company operating standards, Plans objectives and goals for staff and selects and trains new employees. Requires Bachelor's degree or equivalent, and 14 years of related (project support and supervisory/management) experience.

Minimum General / Experience: 14 year

Minimum Education: Bachelors

SOFTWARE DEVELOPER I

Functional Responsibility: Ensures that quality software is provided for release to production by executing test scripts. May also write test scripts, under supervision. Reviews requirements, specifications and documentation to gain a thorough understanding of the programs and processes to be certified. Provides or validates estimates for assigned tasks. Under supervision, create and modify test scripts to certify system changes. Develops test control databases. Maintains test databases and ensures their integrity and currency. Assists with configuration management tasks on a project (i.e. test scripts, source code control, coordination of requirement changes) as required. May write traceability matrices and test reports. May perform minor program changes or develop software programs as required. Requires an Associate degree or equivalent with at least 2 years of experience in the field.

Minimum General / Experience: 2 year

Minimum Education: Bachelors

SOFTWARE DEVELOPER II

Functional Responsibility: Ensures that quality software is provided for release to production by executing test scripts. May also write test scripts, under moderate supervision. Reviews requirements, specifications and documentation to gain a thorough understanding of the programs and processes to be certified. Provides or validates estimates for assigned tasks. Under moderate supervision, create and modify test scripts to certify system changes. Develops test control databases. Maintains test databases and ensures their integrity and currency. Distributes test data from control database to development staff to satisfy adequate unit testing. Assists with configuration management tasks on a project (i.e. test scripts, source code control, coordination of requirement changes) as required. Releases completed projects into production. May write traceability matrices and test reports. May perform minor program changes or develop software programs as required. Requires a Bachelor's degree or equivalent with at least 4 years of experience in the field.

Minimum General / Experience: 4 year

Minimum Education: Bachelors

SOFTWARE DEVELOPER III

Functional Responsibility: Ensures that quality software is provided for release to production by executing test scripts. May also write test scripts, under moderate supervision. Reviews requirements, specifications and documentation to gain a thorough understanding of the programs and processes to be certified. Provides or validates estimates for assigned tasks. Under moderate supervision, create and modify test scripts to certify system changes. Develops test control databases. Maintains test databases and ensures their integrity and currency. Distributes test data from control database to development staff to satisfy adequate unit testing. Assists with configuration management tasks on a project (i.e. test scripts, source code control, coordination of requirement changes) as required. Releases completed

projects into production. May write traceability matrices and test reports. May perform minor program changes or develop software programs as required. Requires a Bachelor's degree or equivalent with at least 6 years of experience in the field.
Minimum General / Experience: 6 year
Minimum Education: Bachelors

SOFTWARE DEVELOPER IV
Functional Responsibility: Develops, codes, tests, and debugs new software or enhancements to existing software. Possesses a good understanding of business applications. Works with technical staff to understand and resolve software problems, resolves customer complaints with software and responds to suggestions for software modifications or enhancements. May be involved in the development of software user manuals and demonstrate software. Requires Bachelor's degree or equivalent, and 7 years of related experience.
Minimum General / Experience: 7 year
Minimum Education: Bachelors

SOFTWARE DEVELOPER V
Functional Responsibility: Performs as a technical expert in the design development, coding, testing, and debugging new software or complex enhancements to existing software. Works with technical staff to understand and to develop resolution of software problems. Resolves customer complaints with software and respond to suggestions for software modifications or enhancements. Participates in the development of user manuals. Assists in the training of less experienced software development staff and may act as a team leader on less complex projects. Requires Bachelor's degree or equivalent and 9 years of related experience.
Minimum General / Experience: 9 year
Minimum Education: Bachelors

SOFTWARE DEVELOPER VI
Functional Responsibility: Performs as the technical expert with thorough understanding of the business application of an assigned project. Performs as a project lead with the responsibility for the instruction, assigning, direction, and monitoring of the performance of assigned software developers working on a specific project. Assists in the scheduling and coordinating of projects and may be involved in the design phase of a project. Works with customers and technical staff in the resolution of software problems and respond to suggestions for software modifications or enhancements. Participates in the development of user manuals. Requires Bachelor's degree or equivalent, and 10 years of related experience.
Minimum General / Experience: 10 year
Minimum Education: Bachelors

SOFTWARE DEVELOPER VII
Functional Responsibility: As a senior staff member, performs as the technical expert with a thorough understanding of the business application of an assigned developer project(s). Performs as a project lead with the responsibility for the instruction, assigning, direction, and monitoring of the performance of assigned software developers working on a specific project. Assist in the scheduling and coordinating of projects and may be involved in the design phase of a project. Work with customers and technical staff in the resolution of software problems and respond to suggestions for software modifications or enhancements. Participate in the development of user manuals. Requires Bachelor's degree or equivalent, and 12 years of related experience.
Minimum General / Experience: 12 year
Minimum Education: Bachelors

SOFTWARE PROGRAMMER I

Functional Responsibility: Develops block diagrams and logic flow charts. Write new program code using prescribed specifications. Maintain and modify programs; make approved changes by amending flow charts, develop detailed programming logic, and coding changes. Performs maintenance on existing software products. Assists in coding, testing, and debugging new software or making enhancements to existing software. Writes programs according to specifications from higher-level personnel. Suggests solutions for problems or software enhancements. May assist in the development of user manuals and work with technical staff to learn and understand problems with software. Attends on-going training sessions to achieve a higher level of technical skill. Requires Bachelor's degree or equivalent, and 2 years of related work experience.

Minimum General / Experience: 2 year

Minimum Education: Bachelors

SOFTWARE PROGRAMMER II

Functional Responsibility: Develops block diagrams and logic flow charts. Write new program code using prescribed specifications. Maintain and modify programs; make approved changes by amending flow charts, develop detailed programming logic, and coding changes. Tests, debugs and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Assists in designing, developing, troubleshooting, and analyzing software programs for computer-based systems. Assists in evaluating/determining user needs with the maintenance of single product models and subsystems. Suggests solutions for problems or software enhancements. As required, provides inputs for documentation of new or existing programs. Primarily interfaces with intra-organizational staff with infrequent contact with inter-organizational staff and outside customers and vendors on routine matters. Requires Bachelor's degree or equivalent, and 4 years of related experience.

Minimum General / Experience: 4 year

Minimum Education: Bachelors

SOFTWARE PROGRAMMER III

Functional Responsibility: Develops block diagrams and logic flow charts. Write new program code using prescribed specifications. Maintain and modify programs; make approved changes by amending flow charts, develop detailed programming logic, and coding changes. Tests, debugs and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Analyze performance of programs and take action to correct to reduce operating time or improve efficiency. Designs and codes COTS software components, units, and modules that meet product specification and development schedules. Tests and debugs assigned components and units. Participates in large systems and subsystem planning. Performs systems modeling, simulation, and analysis. Designs and develops compilers, assemblers, utility programs, and operating systems. Performs routine systems modeling, simulation, and analysis. Designs and develops compilers, assemblers, utility programs, and operating systems. As required, provides inputs for documentation of new or existing programs. Primarily interfaces with intra-organizational staff with infrequent contact with inter-organizational staff and outside customers and vendors on routine matters. Requires Bachelor's degree or equivalent, and 6 years of related experience.

Minimum General / Experience: 6 year

Minimum Education: Bachelors

SOFTWARE PROGRAMMER IV

Functional Responsibility: Develops block diagrams and logic flow charts. Write new program code using prescribed specifications. Maintain and modify programs; make approved changes by amending flow charts, develop detailed programming logic, and coding changes. Tests, debugs and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Analyze performance of programs and take action to correct to reduce operating time or improve efficiency. Actively contributes to the design, development, and implementation and software

development project. Analyzes functional business applications and design specifications for functional activities. Occasionally helps junior programmers to accomplish team tasks. Documents code design and practices with help of flow diagrams and flow charts including activity diagrams and sequence diagrams. Write new program code using prescribed specifications. Maintain and modify programs; make approved changes by amending flow charts, develop detailed programming logic, and coding changes. Tests, debugs and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Analyze performance of programs and take action to correct to reduce operating time or improve efficiency. Researches problems discovered by quality assurance or product support and develops solutions to the problems. Supports proposal efforts. Frequent interorganizational and outside customer contacts. Represents the organization in providing solutions to difficult technical problems associated with specific projects. Requires Bachelor's degree or equivalent, and 8 years of related work experience.
Minimum General / Experience: 8 year
Minimum Education: Bachelors

SOFTWARE QA SPECIALIST I
Functional Responsibility: Executes test scripts to ensure that quality software is provided for release to production. May also write, create, and modify test scripts to certify system changes, under close supervision. Reviews requirements, specifications and documentation to gain a thorough understanding of the programs and processes to be certified. Provides or validates estimates for assigned tasks. Develops test control databases. Maintains test databases and ensures their integrity and currency. Distributes test data from control database to development staff to satisfy adequate unit testing. Assists with configuration management tasks on a project (test scripts, source code control, coordination of requirement changes) as required. May write trace-ability matrices and test reports. May perform minor program changes or develop software programs as required. Requires Bachelor's degree or equivalent, and 2 year of related experience.
Minimum General / Experience: 2 year
Minimum Education: Bachelors

SOFTWARE QA SPECIALIST II
Functional Responsibility: Executes test scripts to ensure that quality software is provided for release to production. May write test scripts. Reviews requirements, specifications and documentation to gain a thorough understanding of the programs and processes to be certified. Provides or validates estimates for assigned tasks. Under moderate supervision, creates and modifies test scripts to certify system changes. Develops test control databases. Maintains test databases and ensures their integrity and currency. Distributes test data from control database to development staff to satisfy adequate unit testing. Assists with configuration management tasks on a project (test scripts, source code control, coordination of requirement changes) as required. May write traceability matrices and test reports. May perform minor program changes or develop software programs as required. Requires Bachelor's degree or equivalent, and 4 years of related experience.
Minimum General / Experience: 4 year
Minimum Education: Bachelors

SOFTWARE QA SPECIALIST III
Functional Responsibility: Ensures that quality software is provided for release to production by independently executing test scripts. Writes test scripts. Reviews requirements, specifications and documentation to gain a thorough understanding of the programs and processes to be certified. Provides or validates estimates for assigned tasks. Creates and modifies test scripts to certify system changes. Develops test control databases. Maintains test databases and ensures their integrity and currency. Distributes test data from control database to development staff to satisfy

adequate unit testing. Assists with configuration management tasks on a project (test scripts, source code control, coordination of requirement changes) as required. Releases completed projects into production. May write trace-ability matrices and test reports. May perform program changes or develop software programs as required. Requires Bachelor's degree or equivalent, and 6 years of related experience.
Minimum General / Experience: 6 year
Minimum Education: Bachelors

SOFTWARE QA SPECIALIST IV
Functional Responsibility: Executes test scripts to ensure that quality software is provided for release to production. Develops test scripts. Reviews requirements, specifications and documentation to gain a thorough understanding of the programs and processes to be certified. Provides or validates estimates for assigned tasks. Creates and modifies test scripts to certify system changes. Develops test control databases. Maintains test databases and ensures their integrity and currency. Distributes test data from control database to development staff to satisfy adequate unit testing. Assists in developing the configuration management tasks on a project (test scripts, source code control, coordination of requirement changes) as required. Releases completed projects into production. Writes trace-ability matrices and test reports. Performs major program changes or develops software programs. Requires Bachelor's degree or equivalent, and 8 years of related experience.
Minimum General / Experience: 8 year
Minimum Education: Bachelors

SOFTWARE QA SPECIALIST V
Functional Responsibility: Ensures that quality software is provided for release to production by independently executing test scripts. May supervise more junior staff in writing test scripts. Develops and reviews requirements, specifications and documentation to provide staff and users with a thorough understanding of the programs and processes to be certified. Provides estimates for assigned tasks. As lead QA specialist, creates and modifies test scripts to certify system changes. Develops test control databases. Maintains test databases and ensures their integrity and currency. Distributes test data from control database to development staff to satisfy adequate unit testing. Defines configuration management tasks on a project (test scripts, source code control, coordination of requirement changes) as required. Releases completed projects into production. Helps develop traceability matrices and test reports. Performs all major program changes or oversees the development software programs as required. Requires Bachelor's degree or equivalent, and 10 years of related experience.
Minimum General / Experience: 10 year
Minimum Education: Bachelors

SYSTEM ADMINISTRATOR I
Functional Responsibility: Maintains data files and control procedures for a system of networked computers or for a single group of microcomputers linked to a host workstation, or mainframe. Responsible for system security and data integrity. Assigns passwords and monitors use of resources, backs up files as required and responds to management requests for information. Provides system administration and/or database analyst support to network management systems. Researches, recommends, and implements changes to enhance system operation and security. Develops, tests, implements, and improves system back-up and recovery procedures. Analyzes, develops, and reviews computer systems. Conducts feasibility studies and determines requirements by analyzing user needs. Develop system requirements and program specifications. Identifies resources required for each task. Prepares required system documentation. Interface with client personnel at all organizational levels. Converts functional specifications to technical specifications. Requires an Associate's degree or equivalent with at least 1 year of experience in the field.
Minimum General / Experience: 1 year
Minimum Education: Associates

SYSTEM ADMINISTRATOR II

Functional Responsibility: Maintains data files and control procedures for a complex system of networked computers or for a single group of microcomputers linked to a host workstation, or mainframe. Monitors system security and data integrity. Assigns passwords and monitors use of resources, backs up files as required and responds to management requests for information. Performs other duties as assigned which may require specific physical abilities. Provides system administration support to network management systems. Provides recommendations regarding system design, vendor products, and system enhancements. Researches, recommends, and implements changes to enhance system operation and security. Develops, tests, implements, and improves system back-up and recovery procedures. Analyzes, develops, and reviews computer systems. Conducts feasibility studies and determines requirements by analyzing user needs. Develops system requirements and program specifications. Identifies resources required for each task. Prepares required system documentation. Interface with client personnel at all organizational levels. Applies developments, learned through research in field of expertise, to the client environment. Converts functional specifications to technical specifications. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. Familiar with a variety of the field's concepts, practices, and procedures. A certain degree of creativity and latitude is required. Requires a Bachelor's degree with at least 2 years of experience in the field.

Minimum General / Experience: 2 year

Minimum Education: Bachelors

SYSTEM ADMINISTRATOR III

Functional Responsibility: Maintains data files and control procedures for a complex system of networked computers or for a single group of microcomputers linked to a host workstation, or mainframe. Monitors system security and data integrity. Assigns passwords and monitors use of resources, backs up files as required and responds to management requests for information. Performs other duties as assigned which may require specific physical abilities. Provides technical guidance to less experienced systems administrators. Responsible for the operation, administration, security, monitoring, and documentation of computer operating systems and/or network systems. Provides system administration support to network management systems. Provides recommendations regarding system design, vendor products, and system enhancements. Researches, recommends, and implements changes to enhance system operation and security. Develops, tests, implements, and improves system back-up and recovery procedures. Analyzes, develops, and reviews computer systems. Conducts feasibility studies and determines requirements by analyzing user needs. Develops system requirements and program specifications. Identifies resources required for each task. Prepares required system documentation. Interface with client personnel at all organizational levels. Applies developments, learned through research in field of expertise, to the client environment. Converts functional specifications to technical specifications. Works under general supervision; typically reports to a project leader or manager. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Requires a Bachelor's degree with at least 5 years of experience in the field.

Minimum General / Experience: 5 year

Minimum Education: Bachelors

SYSTEM ADMINISTRATOR IV

Functional Responsibility: Serves as a company expert in establishing procedures for the maintenance of data files and control procedures for a complex system of networked computers or for a single group of microcomputers linked to a host workstation, or mainframe. Responsible for system security and data integrity. Monitors and defines the use of resources and works with management to define requests for information. Provides technical guidance to less experienced

systems administrators. Responsible for the operation, administration, security, monitoring, and documentation of computer operating systems and/or network systems. Provides system administration support to network management systems. Provides recommendations regarding system design, vendor products, and system enhancements. Researches, recommends, and implements changes to enhance system operation and security. Develops, tests, implements, and improves system back-up and recovery procedures. Analyzes, develops, and reviews computer systems. Conducts feasibility studies and determines requirements by analyzing user needs. Develops system requirements and program specifications. Identifies resources required for each task. Prepares required system documentation. Interface with client personnel at all organizational levels. Applies developments, learned through research in field of expertise, to the client environment. Converts functional specifications to technical specifications. A high degree of creativity and latitude is required. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. Requires a Bachelor's degree with at least 7 years of experience in the field.
Minimum General / Experience: 7 year
Minimum Education: Bachelors

SYSTEMS ARCHITECT II
Functional Responsibility: Under minimal supervision designs, implements, and maintains the organization's application systems and/or IT infrastructure for moderately complex systems. Understands user and process requirements and ensures those requirements can be achieved through high quality deliverables. Works closely with developers and engineers to develop road maps for applications, align development plans, and to ensure effective integration among information systems and the IT infrastructure. Ensures that solutions are continuously improved, supported, and aligned with industry and company standards as well as emerging business requirements. Understands the interactions between systems, applications, and services within the environment, and evaluate the impact of changes or additions for moderately complex systems. Analyzes systems and perform usability testing to ensure performance and reliability, enhance scalability, and meet security requirements. Requires a Bachelor's Degree or equivalent and 4 years experience in the field.
Minimum General / Experience: 4 year
Minimum Education: Bachelors

SYSTEMS ARCHITECT III
Functional Responsibility: Designs, implements, and maintains the organization's application systems and/or IT infrastructure for complex systems. Provides an architectural framework for information system development, maintenance, and enhancement efforts. Understands user and process requirements and ensures those requirements can be achieved through high quality deliverables. Works closely with developers and engineers to develop road maps for applications, align development plans, and to ensure effective integration among information systems and the IT infrastructure. Ensures that solutions are continuously improved, supported, and aligned with industry and company standards as well as emerging business requirements. Understands the interactions between systems, applications, and services within the environment, and evaluate the impact of changes or additions for complex systems. Analyzes systems and perform usability testing to ensure performance and reliability, enhance scalability, and meet security requirements. May assist less experienced peers. Requires a Bachelor's Degree or equivalent and 6 years experience in the field.
Minimum General / Experience: 6 year
Minimum Education: Bachelors

SYSTEMS ARCHITECT IV

Functional Responsibility: Performs as the technical expert in designing, implementing, and maintaining the organization's application systems and/or IT infrastructure for highly complex systems. Provides an architectural framework for information system development, maintenance, and enhancement efforts. Understands user and process requirements and ensure those requirements can be achieved through high quality deliverables. Works closely with management, developers, and engineers to develop road maps for applications, align development plans, and to ensure effective integration among information systems and the IT infrastructure. Monitors technological advancements to ensure that solutions are continuously improved, supported, and aligned with industry and company standards as well as emerging business requirements. Understand the interactions between systems, applications, and services within the environment, and evaluate the impact of changes or additions for highly complex systems. Analyze systems and perform usability testing to ensure performance and reliability, enhance scalability, and meet security requirements. Assists less experienced peers. Requires a bachelor's degree or equivalent and 8 years experience in the field.
Minimum General / Experience: 8 year
Minimum Education: Bachelors

SYSTEMS ARCHITECT V

Functional Responsibility: Performs as the company expert with a thorough understanding of the systems and/or software architecture of an assigned project. Performs as a project lead with the responsibility for the instruction, assigning, direction, and monitoring of the performance of assigned system architects working on a specific project. Establishes information requirements, using analytical methods, for enterprise-wide or large-scale information systems. Designs architectures that include software, hardware, and communications solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Monitors technological advancements to ensure that solutions are continuously improved, supported, and aligned with industry and company standards as well as emerging business requirements. Evaluates analytically and systematically problems of workflow, organization, and planning and develops appropriate corrective action. May provide consulting support on complex tasks and daily supervision and direction to staff. Requires a bachelor's degree or equivalent and 10 years experience in the field.
Minimum General / Experience: 10 year
Minimum Education: Bachelors

SUBJECT MATTER EXPERT I

Functional Responsibility: Understands, articulates, and implements best practices related to their area of expertise. Analyzes client requirements and recommends development or acquisition strategies. Assists in developing strategic plans and concepts. Depending on the work environment, the subject matter expert may be an active participant of a workgroup with the need for specialized knowledge. The subject matter expert provides guidance on how their area of capability can resolve an organizational need and applies their expertise to support an organization's vision and strategic direction. Possesses requisite knowledge and expertise so recognized in the professional community that the individual is considered "expert" in the technical/specialty area being addressed. Requires a bachelor's degree with at least 4 years of experience in the field.
Minimum General / Experience: 4 year
Minimum Education: Bachelors

SUBJECT MATTER EXPERT II

Functional Responsibility: Understands, articulates, and implements best practices related to their area of expertise. Confers with client management to understand or develop the client's strategic information technology business goals and assists in formulation of an appropriate information technology strategy. Depending on the work environment, the subject matter expert may be an active participant of a workgroup

with the need for specialized knowledge. The subject matter expert provides guidance on how their area of capability can resolve an organizational need and applies their expertise to support an organization's vision and strategic direction. Possesses requisite knowledge and expertise so recognized in the professional community that the individual is considered "expert" in the technical/specialty area being addressed. Requires a bachelor's degree with at least 6 years of experience in the field.

Minimum General / Experience: 6 year
Minimum Education: Bachelors

SUBJECT MATTER EXPERT III
Functional Responsibility: Understands, articulates, and implements best practices related to their area of expertise. Confers with client management to understand or develop the client's strategic information technology business goals and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Depending on the work environment, the subject matter expert may be an active participant of a workgroup with the need for specialized knowledge. The subject matter expert provides guidance on how their area of capability can resolve an organizational need and applies their expertise to support an organization's vision and strategic direction. Advises client on the impact of new legislation or new technologies that are relevant to their agency. Possesses requisite knowledge and expertise so recognized in the professional community that the individual is considered "expert" in the technical/specialty area being addressed. Requires a bachelor's degree with at least 10 years of experience in the field.

Minimum General / Experience: 10 year
Minimum Education: Bachelors

SUBJECT MATTER EXPERT IV
Functional Responsibility: Understands, articulates, and implements best practices related to their area of expertise. Confers with client management to understand or develop the client's strategic information technology business goals and advises in the reengineering of business processes to meet these goals. Analyzes client requirements and recommends development or acquisition strategies. Depending on the work environment, the subject matter expert may be an active participant of a workgroup with the need for specialized knowledge. The subject matter expert provides guidance on how their area of capability can resolve an organizational need and applies their expertise to support an organization's vision and strategic direction. Advises client on the impact of new legislation or new technologies that are relevant to their agency. Possesses requisite knowledge and expertise so recognized in the professional community that the individual is considered "expert" in the technical/specialty area being addressed. Requires a bachelor's degree with at least 12 years of experience in the field.

Minimum General / Experience: 12 year
Minimum Education: Bachelors

Degree / Experience Equivalency

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience and education with the written approval of the ordering activity.

Degree	Experience Equivalence*	Other Equivalence
Associate's	1 year of relevant experience	Vocational or technical training in a work-related field
Bachelor's	Associate's degree + 2 years relevant experience, or 4 years relevant experience	Professional Certification

* Successful completion of each year of higher education that has not yet resulted in a degree may be counted 1-for-1 for a year of experience.

Both parties recognize that, on occasion, there may be a need to waive the requirements in order to use the best individual for the task. Therefore, waivers of the education/experience requirements may be granted by either the task order contracting officer or the contracting officer technical representative. If such a waiver is included in our proposal, award of such proposal shall be deemed a grant of the waiver.

Appendix B:

SIN 54151S Labor Rate Pricing (Formerly SIN 132-51)

Hourly Labor Rates

Labor Category	Year 8 07/19/2024 to 7/18/2025	Year 9 07/19/2025 to 07/18/2026	Year 10 07/19/2026 to 07/18/2027
Project Manager	$149.77	$152.77	$155.82
Solution Architect	$178.90	$182.48	$186.13
Subject Matter Expert	$172.79	$176.24	$179.77
Business Process SME	$151.44	$154.47	$157.56
Database Specialist	$111.66	$113.89	$116.17
System Engineer/SME	$142.76	$145.61	$148.52
System Administrator	$97.47	$99.42	$101.40
Application Engineer III	$148.30	$151.26	$154.29
Application Engineer II	$140.14	$142.94	$145.80
Application Engineer I	$120.17	$122.58	$125.03
Quality Assurance	$94.51	$96.40	$98.33
IT Programmer/Support	$83.08	$84.75	$86.44
Applications Programmer - Level I	$113.38	$115.65	$117.96
Applications Programmer - Level II	$131.30	$133.93	$136.61
Applications Programmer - Level III	$160.85	$164.06	$167.35
Application Systems Analyst	$125.76	$128.28	$130.85
Business Analyst - Level I	$100.74	$102.75	$104.81
Business Analyst - Level III	$158.10	$161.26	$164.48
Business Process Consultant	$157.92	$161.08	$164.30
Business Process Reengineering Specialist -Level III	$204.24	$208.32	$212.49
Business Systems Analyst - Intermediate	$113.34	$115.61	$117.91
Business Systems Specialist	$157.90	$161.06	$164.28
Communications Specialist	$107.93	$110.09	$112.29
Computer Security System Specialist - Level III	$155.07	$158.18	$161.34
Computer System Analyst - Level II	$109.53	$111.72	$113.95
Consultant	$145.49	$148.40	$151.38
Database Administrator	$145.09	$147.99	$150.95
Database Analyst / Programmer - Intermediate	$117.36	$119.71	$122.11
Database Manager	$180.01	$183.61	$187.27
Database Management Specialist - Level I	$115.17	$117.48	$119.83

Labor Category	Year 8 07/19/2024 to 7/18/2025	Year 9 07/19/2025 to 07/18/2026	Year 10 07/19/2026 to 07/18/2027
Database Specialist - Level I	$96.96	$98.89	$100.87
Database Specialist - Level II	$120.66	$123.08	$125.54
Data Security Analyst Senior	$128.60	$131.17	$133.79
Documentation Specialist - Intermediate	$90.02	$91.82	$93.65
Graphics Specialist	$86.89	$88.62	$90.40
Help Desk Support Services Specialist - Senior	$94.22	$96.10	$98.03
Information Engineer - Level I	$119.01	$121.39	$123.82
Information Systems Training Specialist - Intermediate	$85.07	$86.77	$88.50
Internal Communications Systems Consultant	$134.23	$136.91	$139.65
IT Subject Matter Specialist	$183.16	$186.83	$190.57
Project Manager - Level I	$135.15	$137.85	$140.61
Project Manager - Level II	$181.51	$185.14	$188.85
Project Manager Level III	$197.84	$201.80	$205.84
Quality Assurance Analyst - Level I	$120.46	$122.87	$125.33
Quality Assurance Specialist - Level II	$122.41	$124.86	$127.36
Quality Assurance Analyst -Level III	$134.79	$137.49	$140.24
Software Architect	$177.44	$180.99	$184.60
Software Developer - Intermediate	$118.24	$120.60	$123.01
Software Developer - Senior	$142.84	$145.70	$148.61
Software Systems Engineer - Intermediate	$108.01	$110.17	$112.37
Strategic Planner	$182.24	$185.88	$189.60
Subject Matter Expert - Level II	$233.24	$237.90	$242.66
Subject Matter Expert - Level III	$323.90	$330.38	$336.99
Systems Administrator - Level II	$121.68	$124.12	$126.60
Systems Administrator - Intermediate	$112.69	$114.94	$117.24
Systems Administrator - Senior	$150.98	$154.01	$157.09
Systems Architect - Level II	$170.22	$173.62	$177.10
Systems Engineer	$133.51	$136.18	$138.90
Systems Engineer - Level III	$164.81	$168.10	$171.47
Systems Analysis and Programming Director	$178.08	$181.63	$185.27
Technical Editor	$95.88	$97.79	$99.75
Technical Writer	$77.09	$78.63	$80.20
Technical Writer/Editor - Level II	$99.56	$101.55	$103.59
Test Engineer	$122.75	$125.21	$127.72
Training Specialist - Level II	$104.63	$106.73	$108.87
Web Software Developer	$125.91	$128.43	$131.00

Appendix B:

SIN 518210C Labor Rate Pricing

Hourly Labor Rates

Labor Category	Year 1 6/21/2024 to 7/18/2025	Year 2 07/19/2025 to 07/18/2026	Year 3 07/19/2026 to 07/18/2027	Year 4 07/19/2027 to 07/18/2028	Year 5 07/19/2028 to 07/18/2029
Project Manager Cloud	$130.40	$134.44	$135.66	$138.37	$141.14
Solution Architect Cloud	$155.75	$160.58	$162.04	$165.28	$168.58
Subject Matter Expert Cloud	$150.41	$155.06	$156.49	$159.63	$162.82
Business Process SME Cloud	$131.83	$135.92	$137.16	$139.90	$142.70
Database Specialist Cloud	$97.20	$100.21	$101.13	$103.15	$105.22
System Engineer/SME Cloud	$124.27	$128.12	$129.30	$131.89	$134.53
System Admin Cloud	$84.86	$87.48	$88.28	$90.05	$91.85
Application Engineer III Cloud	$129.11	$133.11	$134.32	$137.01	$139.75
Application Engineer II Cloud	$121.99	$125.77	$126.93	$129.47	$132.06
Application Engineer I Cloud	$104.61	$107.86	$108.85	$111.02	$113.24
Quality Assurance Cloud	$82.28	$84.83	$85.60	$87.31	$89.06
IT Programmer/Support Cloud	$72.33	$74.57	$75.25	$76.76	$78.29

Appendix B:

SIN 561320 TEMPORARY STAFFING Hourly Labor Rate Pricing

ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS
subject to SERVICE CONTRACT ACT
Wage Determination Applicability

Wage Determination Code	Labor Category	Rate Effective: 07/18/2025
01000	**Administrative Support and Clerical Occupations**	
01011	Accounting Clerk I	$39.43
01012	Accounting Clerk II	$43.40
01013	Accounting Clerk III	$47.70
01020	Administrative Assistant	$65.15
01051	Data Entry Operator I	$35.49
01052	Data Entry Operator II	$38.08
01111	General Clerk I	$32.49
01112	General Clerk II	$34.81
01113	General Clerk III	$39.07
01191	Order Clerk I	$33.20
01192	Order Clerk II	$35.57
01261	Personnel Assistant I	$39.29
01262	Personnel Assistant II	$43.11
01263	Personnel Assistant III	$47.20
01270	Production Control Clerk	$50.73
01300	Scheduler, Maintenance	$37.92
01311	Secretary I	$37.92
01312	Secretary II	$41.52
01313	Secretary III	$50.22
01320	Service Order Dispatcher	$37.34
01410	Supply Technician	$65.15
01420	Survey Worker	$41.26
01460	Switchboard Operator/Receptionist	$33.66
01531	Travel Clerk I	$34.88
01532	Travel Clerk II	$36.96
01533	Travel Clerk III	$39.15
01611	Word Processor I	$36.37
01612	Word Processor II	$39.97
01613	Word Processor III	$43.86
14000	**Information Technology Occupations**	
14041	Computer Operator I	$39.38
14042	Computer Operator II	$43.21
14043	Computer Operator III	$47.35
14044	Computer Operator IV	$51.81
14045	Computer Operator V	$56.62
14160	Personal Computer Support Technician	$51.81
14170	System Support Specialist	$73.03

23000	**Mechanics and Maintenance and Repair Occupations**	
23181	Electronics Technician I	$59.43
23182	Electronics Technician II	$62.67
23183	Electronics Technician III	$65.61
23931	Telecommunication Mechanic I	$60.51
23932	Telecommunication Mechanic II	$63.34
13000	**Information and Arts Occupations**	
13011	Exhibits Specialist I	$44.74
13012	Exhibits Specialist II	$53.75
13013	Exhibits Specialist III	$64.10
13041	Illustrator I	$42.04
13042	Illustrator II	$50.37
13043	Illustrator III	$59.99
13047	Librarian	$73.29
13050	Library Aide/Clerk	$36.17
13058	Library Technician	$42.73
13061	Media Specialist I	$50.25
13062	Media Specialist II	$55.40
13063	Media Specialist III	$60.87
13071	Photographer I	$38.36
13072	Photographer II	$42.57
13073	Photographer III	$51.49
13074	Photographer IV	$60.83
13075	Photographer V	$70.40
13110	Video Teleconference Technician	$53.57
15000	**Instructional Occupations**	
15050	Computer Based Training Spec./Instr.	$69.26
15060	Educational Technologist	$73.90
15080	Graphic Artist/Designer	$63.23
15090	Technical Instructor	$57.68
15095	Technical Instructor/Course Developer	$68.96
30000	**Technical Occupations**	
30040	Civil Engineering Technician	$53.42
30061	Drafter/CAD Operator I	$41.54
30062	Drafter/CAD Operator II	$45.64
30063	Drafter/CAD Operator III	$50.06
30064	Drafter/CAD Operator IV	$59.94
30081	Engineering Technician I	$46.19
30082	Engineering Technician II	$50.94
30083	Engineering Technician III	$56.17
30084	Engineering Technician IV	$67.83
30085	Engineering Technician V	$81.39
30086	Engineering Technician VI	$96.99
30090	Environmental Technician	$54.69
30361	Paralegal/Legal Assistant I	$43.53
30362	Paralegal/Legal Assistant II	$52.24
30363	Paralegal/Legal Assistant III	$62.25
30364	Paralegal/Legal Assistant IV	$73.83
30461	Technical Writer I	$53.28
30462	Technical Writer II	$63.57
30463	Technical Writer III	$75.41

Appendix B:
SIN 561320 TEMPORARY STAFFING Hourly Labor Rate Pricing
PROFESSIONAL LABOR CATEGORIES (Non-SCA)

Labor Category	Effective: 12/10/2020	Effective: 12/10/2021	Effective: 12/10/2022	Effective: 12/10/2023	Effective: 12/10/2024	Effective: 12/10/2025	Effective: 12/10/2026
Business Systems Analyst/Engineer I	$71.06	$72.49	$73.93	$75.41	$76.92	$78.46	$80.03
Business Systems Analyst/Engineer II	$78.53	$80.10	$81.70	$83.34	$85.00	$86.71	$88.44
Business Systems Analyst/Engineer III	$102.67	$104.73	$106.82	$108.96	$111.14	$113.36	$115.63
Database Analyst I	$59.73	$60.92	$62.14	$63.39	$64.65	$65.95	$67.27
Database Analyst II	$71.66	$73.10	$74.56	$76.05	$77.57	$79.12	$80.70
Database Analyst III	$80.75	$82.37	$84.02	$85.70	$87.41	$89.16	$90.94
Database Analyst IV	$95.20	$97.11	$99.05	$101.03	$103.05	$105.11	$107.21
Database Analyst V	$122.23	$124.68	$127.17	$129.72	$132.31	$134.96	$137.66
DevOps Engineer I	$65.78	$67.09	$68.44	$69.81	$71.20	$72.63	$74.08
DevOps Engineer II	$90.83	$92.65	$94.50	$96.39	$98.32	$100.29	$102.29
DevOps Engineer III	$115.71	$118.02	$120.38	$122.79	$125.24	$127.75	$130.30
Financial Analyst I	$63.15	$64.41	$65.70	$67.02	$68.36	$69.72	$71.12
Financial Analyst II	$71.68	$73.12	$74.58	$76.07	$77.59	$79.14	$80.73
Financial Analyst III	$85.21	$86.91	$88.65	$90.43	$92.23	$94.08	$95.96
Project Manager I	$88.08	$89.84	$91.64	$93.47	$95.34	$97.25	$99.19
Project Manager II	$95.01	$96.91	$98.85	$100.82	$102.84	$104.90	$107.00
Project Manager III	$127.73	$130.28	$132.89	$135.54	$138.25	$141.02	$143.84
Project Manager IV	$138.53	$141.30	$144.13	$147.01	$149.95	$152.95	$156.01
Project Manager V	$148.24	$151.20	$154.23	$157.31	$160.46	$163.67	$166.94
Software Developer I	$61.75	$62.99	$64.25	$65.53	$66.84	$68.18	$69.54
Software Developer II	$78.01	$79.57	$81.16	$82.78	$84.44	$86.13	$87.85
Software Developer III	$86.93	$88.67	$90.44	$92.25	$94.10	$95.98	$97.90
Software Developer IV	$90.25	$92.06	$93.90	$95.78	$97.69	$99.65	$101.64
Software Developer V	$99.43	$101.42	$103.45	$105.52	$107.63	$109.78	$111.98
Software Developer VI	$104.82	$106.92	$109.05	$111.24	$113.46	$115.73	$118.04
Software Developer VII	$115.71	$118.02	$120.38	$122.79	$125.24	$127.75	$130.30
Software Programmer I	$65.77	$67.09	$68.43	$69.80	$71.19	$72.62	$74.07
Software Programmer II	$70.47	$71.87	$73.31	$74.78	$76.27	$77.80	$79.36
Software Programmer III	$90.15	$91.95	$93.79	$95.67	$97.58	$99.53	$101.52
Software Programmer IV	$108.49	$110.66	$112.87	$115.13	$117.43	$119.78	$122.17
Software QA Specialist I	$53.30	$54.36	$55.45	$56.56	$57.69	$58.85	$60.02
Software QA Specialist II	$78.01	$79.57	$81.16	$82.78	$84.44	$86.13	$87.85
Software QA Specialist III	$86.93	$88.67	$90.44	$92.25	$94.10	$95.98	$97.90
Software QA Specialist IV	$93.26	$95.12	$97.02	$98.97	$100.94	$102.96	$105.02
Software QA Specialist V	$99.58	$101.57	$103.60	$105.67	$107.78	$109.94	$112.14
System Administrator I	$68.73	$70.10	$71.50	$72.93	$74.39	$75.88	$77.40
System Administrator II	$77.88	$79.43	$81.02	$82.64	$84.30	$85.98	$87.70
System Administrator III	$83.11	$84.77	$86.47	$88.20	$89.96	$91.76	$93.60
System Administrator IV	$107.51	$109.66	$111.85	$114.09	$116.37	$118.70	$121.07
Systems Architect II	$86.50	$88.23	$90.00	$91.80	$93.63	$95.51	$97.42
Systems Architect III	$111.03	$113.25	$115.52	$117.83	$120.19	$122.59	$125.04
Systems Architect IV	$149.26	$152.25	$155.29	$158.40	$161.57	$164.80	$168.09
Systems Architect V	$163.59	$166.86	$170.20	$173.60	$177.07	$180.62	$184.23
Subject Matter Expert I	$111.48	$113.71	$115.98	$118.30	$120.67	$123.08	$125.54
Subject Matter Expert II	$130.24	$132.85	$135.50	$138.21	$140.98	$143.80	$146.67
Subject Matter Expert III	$147.32	$150.27	$153.27	$156.34	$159.46	$162.65	$165.91
Subject Matter Expert IV	$181.77	$185.41	$189.12	$192.90	$196.76	$200.69	$204.71