

# Alutiiq Information Management, LLC

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Anchorage, AK 99503

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## *MAS-Multiple Award Schedule*

FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

## Schedule # (47QSWA20D000K)

Period of Performance: 11/01/2019-10/31/2029  
(Updated asof Mod PS-A897 dated 07.15.2025)

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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 GSAAdvantage!®, a menu-driven database system.

The INTERNET address for GSAAdvantage!® is: <http://www.GSAAdvantage.gov>.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button  
at [fss.gsa.gov](http://fss.gsa.gov)

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## **ABOUT US**

Alutiiq Information Management, LLC (AIM) was founded in 2014 as an Alaska Native Corporation. AIM offers a myriad of services with a focus on efficiency, customer satisfaction and quality. We have routinely exceeded customer expectations through a management approach that fosters teamwork (both within our company and with our customers), open communication and a philosophy of getting the job done quickly, efficiently, and cost-effectively.

AIM has developed a reputation for delivering solid dependable performance in the fixed price and indefinite quantity contracting arenas. Our team has successfully provided the labor, materials, vehicles, equipment, tools and other resources to perform all tasks our customers have assigned. AIM possesses the technical expertise, managerial experience, and human resources organization to excel as a (MAS)-Multiple Award Schedule service provider.

AIM maintains service and supply sites at nationwide strategic locations. AIM provides a myriad of logistics services to our Government customers, ranging from supply operations to administrative functions.

## **OUR SERVICES**

Alutiiq Information Management, LLC (AIM) is pleased to announce the expanded range of services through our new GSA (MAS) - Multiple Award Schedule. AIM offers world-class experience in providing leading edge services to a wide range of public and private sector organizations.

AIM specializes in providing engineering services to federal agencies with unique critical missions. We continuously achieve the highest possible ratings during contract performance reviews and strive to exceed customer expectations. AIM and our sister subsidiaries have provided technical solutions to complex engineering problems for multiple DoD customers across platforms in both CONUS and OCONUS locations. We identify and implement solutions for a wide-range of technical challenges, including COTS radars, thermal and optical imagers, C4ISR workstations, telemetry services, heating and cooling for critical systems, power systems, and perform critical reverse engineering services. AIM has direct experience supporting Information Assurance (IA) requirements, including IA Vulnerability Alert compliance support and system software support.

AIM has a strong history of providing design, procurement, installation, and sustainment support for Electronic Security Systems (ESS), Access Control Systems (ACS) and Intrusion Detection Systems (IDS), Access Control Systems (ACS), Closed Circuit Television (CCTV), Automated Vehicle Gate (AVG) Systems, and a variety of other security requirements to meet the physical security needs of a wide array of Government customers, including SPAWAR, US Navy, DoS, and the USAF. Our professional and dedicated workforce perform new installs and upgrades of Command Control (C2)

operational capabilities to ensure full-scale surveillance systems with integrated access control systems, and Pre-Installation Test and Checkout (PITCO) of all related equipment. AIM’s performance consistently meets and often exceeds all contractual requirements.

**Contractor Information**

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

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SIN’s)

238910	Installation and Site Preparation Services I
334290	Security and Detection Systems
541330L	Security System Integration, Design, Management, and Life Cycle Support
OLM	Order-Level Materials (OLM)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

2. MAXIMUM ORDER: \$200,000.

3. MINIMUM ORDER: \$300

4. GEOGRAPHIC COVERAGE: Worldwide

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE; None

7. QUANTITY DISCOUNT(S): 5% > \$1,000,000.

8. PROMPT PAYMENT TERMS: Net 30 Day.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Yes

10. FOREIGN ITEMS: None

11a. Time of delivery. (21 days.)

11b. Expedited Delivery. Contract Contractor

11c. Overnight and 2-day delivery. Contract Contractor

11d. Urgent Requirements. Contract Contractor

12. FOB POINT: Destination

13a. Ordering address(es). Same as Contractor

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. PAYMENT ADDRESS: Same as Contractor

15. WARRANTY PROVISION: Standard Commercial Warranty

16. EXPORT PACKING CHARGES: N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL).

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A
20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE-LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: N/A
21. LIST OF SERVICE AND DISTRIBUTION POINTS: N/A
22. LIST OF PARTICIPATING DEALERS: N/A
23. PREVENTIVE MAINTENANCE: N/A
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS).  
N/A
- 24B. IF APPLICABLE, INDICATE THAT SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) SUPPLIES AND SERVICES AND SHOW WHERE FULL DETAILS CAN BE FOUND (E.G. CONTACTOR'S WEBSITE OR OTHER LOCATION.) THE EIT STANDARDS CAN BE FOUND AT: [WWW.SECTION508.GOV/](http://WWW.SECTION508.GOV/).
25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER 079377319
26. Notification regarding registration System for Award Management (SAM) database:  
Registered : CAGE CODE 75QC0

### **Use of Federal Supply Service Schedule Contracts**

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

### **GSA Advantage!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to ***ALUTHQ INFORMATION MANAGEMENT, LLC*** schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to: Search by

***ALUTHQ INFORMATION MANAGEMENT, LLC*** name or contract number to view or download its complete GSA approved price list with terms, conditions and up-to-date pricing. Perform various searches across all contracts including.

Agencies can browse GSA Advantage! to view our current price list, by navigating to [https://www.gsaadvantage.gov/advantage/main/start\\_page.do](https://www.gsaadvantage.gov/advantage/main/start_page.do)

### **Purchase of Incidental, Non-Schedule Items**

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order provided that the items are clearly labeled as such on the order, all applicable regulations have been followed and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

### **Contractor Team Arrangements**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in the FAR will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules.

### **Incidental Support Costs**

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

### **Approval of Subcontracts**

The ordering activity may require that ***ALUTHQ INFORMATION MANAGEMENT, LLC*** 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.

### **Schedule Items (Special Item Numbers SINs)**

Descriptions of each type of Special Item Number offered under this MAS Schedule.

**238910** **Installation and Site Preparation Services** Include installation and site preparation services ordered in conjunction with buildings and structures, building materials, storage tanks/systems, services for alternative energy solutions or power distribution equipment, and fuel dispensing and management systems purchased under this schedule contract. For ordering limitations and information, refer to the Special Ordering Procedures/Ordering Guide posted on [www.gsa.gov](http://www.gsa.gov)

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

**334290 Security and Detection Systems** Includes security and detection systems and devices, such as gas detectors, pressure level monitoring, patient/detainee monitoring systems, etc.

NOTE: Excludes vehicular alarms.

NOTE: Subject to Cooperative Purchasing

**541330L Security System Integration, Design, Management, and Life Cycle Support** Includes services involving the security integration/management discipline, which supports security products and systems throughout their lifecycle. Services may include, but are not limited to: testing, production, fielding, process improvement, disposal, etc.

NOTE: Subject to Cooperative Purchasing

**OLM Order-Level Materials (OLM)** OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:

- Open Market Items
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).

- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract,

# Schedule Prices

	Base Period
	<b>Year 5</b>
<b>Labor Category</b>	<b>10/1/2023</b>
	<b>9/30/2024</b>
Access Control/Intrusion Detection Engineer, Senior	\$180.43
**Administrative Assistant	\$70.92
**Alarm Monitor	\$63.95
**Alarm Monitor (Lead)	\$70.96
Analyst I	\$147.45
Analyst II	\$193.07
Analyst III	\$220.06
Analyst IV	\$274.89
Business Intelligence Analyst	\$143.60
Business Systems Analyst	\$140.51
Business Systems Analyst, Sr	\$182.26
Computer and Information Research Scientist	\$167.37
Computer and Information Systems Manager	\$153.58
**Computer Operator I	\$51.83
**Computer Operator II	\$62.15
**Computer Operator III	\$66.31
**Computer Operator IV	\$73.97
**Computer Operator V	\$96.02
**Computer Programmer I	\$77.62
**Computer Programmer II	\$103.28
**Computer Programmer III	\$112.61
**Computer Programmer IV	\$122.30
**Computer Specialist	\$107.81
Computer Specialist, Senior	\$124.08
Configuration Management Analyst	\$140.59
Configuration Management Analyst, Senior	\$159.66
Configuration Support Specialist	\$107.41
Configuration Support Specialist, Senior	\$137.80
Control Systems Engineer, Senior	\$142.75
Cybersecurity Analyst	\$132.55
Cybersecurity Analyst, Senior	\$206.41
Cybersecurity Engineer	\$195.96
Cybersecurity Engineer, Senior	\$205.00
Cybersecurity Support Specialist	\$142.55
Cybersecurity Support Specialist, Senior	\$174.40
**Data Entry Operator I	\$40.43
**Data Entry Operator II	\$50.18
**Data Specialist	\$103.01
Data Warehousing Specialist	\$128.61
Database Administrator	\$138.48
Database Architect	\$159.19
Database Management Specialist	\$136.38

Database Management Specialist, Senior	\$144.74
Design Engineer	\$144.38
Design Engineer, Senior	\$155.80
**Documentation Specialist	\$87.24
**Drafter/CAD Operator I	\$53.15
**Drafter/CAD Operator II	\$62.14
**Drafter/CAD Operator III	\$80.99
**Drafter/CAD Operator IV	\$81.96
**Driver/Courier	\$39.11
Electrical Engineer	\$153.32
Electrical Engineer, Senior	\$179.26
**Electronics Technician Maintenance I	\$70.51
**Electronics Technician Maintenance II	\$74.79
**Electronics Technician Maintenance III	\$78.30
**Engineering Technician I	\$61.80
**Engineering Technician II	\$64.75
**Engineering Technician III	\$80.24
**Engineering Technician IV	\$84.28
**Engineering Technician V	\$101.82
**Engineering Technician VI	\$123.19
Environmental Engineer	\$143.85
**Equipment Specialist	\$81.25
Facility Manager	\$183.62
Facility Manager, Senior	\$256.41
Field Engineer	\$129.67
Field Installation Manager	\$155.74
Financial Analyst	\$130.30
**Forklift Operator	\$47.92
**General Clerk I	\$40.65
**General Clerk II	\$45.35
**General Clerk III	\$49.40
General Engineer I	\$135.00
General Engineer II	\$145.72
General Engineer III	\$157.90
General Engineer IV	\$187.98
Geospatial Information Scientist and Technologist	\$114.61
Hardware Engineer	\$149.88
Hardware Test Engineer	\$141.90
Information Assurance (IA) Specialist	\$105.55
Information Assurance (IA) Specialist, Senior	\$133.40
Information Management Specialist	\$117.46
Information Security Analyst	\$112.63
Information Security Analyst, Senior	\$168.94
Installation Design Engineer	\$144.38
Installation Manager	\$155.74
Instructional Systems Designer	\$109.02
Instructional Systems Designer, Senior	\$120.76
Integrated Logistics Specialist	\$105.62
Integrated Logistics Specialist Engineer	\$127.52
Integrated Logistics Specialist, Senior	\$122.57
Integration & Test Engineer	\$148.92
**Logistician I	\$99.39
**Logistician II	\$108.76
Logistician III	\$133.13
Logistics Analyst	\$84.19

Logistics Analyst, Senior	\$111.09
Logistics Manager	\$133.06
Logistics Specialist	\$108.76
Logistics Specialist, Senior	\$133.13
**Maintenance Mechanic I	\$64.08
**Maintenance Mechanic II	\$71.08
Management Analyst	\$129.51
Manager, Senior	\$226.63
**Material Coordinator	\$65.10
Mechanical Engineer	\$142.05
Mechanical Engineer, Senior	\$187.98
Mission Assurance & Safety Manager	\$155.71
**Multimedia Production Specialist	\$106.48
Network Administrator	\$128.38
Network Architect	\$219.01
Network Engineer	\$145.35
Network Engineer, Senior	\$171.83
Network Support Specialist	\$135.35
Practicing Engineer I	\$94.79
Practicing Engineer II	\$122.34
Practicing Engineer III	\$149.40
Practicing Engineer IV, Senior	\$188.57
Program Manager	\$231.93
Programmer, Senior	\$143.84
Project Analyst	\$115.32
Project Coordinator	\$84.76
Project Coordinator, Senior	\$113.17
Project Manager	\$181.00
Quality Assurance Specialist	\$103.93
Quality Control Engineer	\$139.93
Quality Control Specialist	\$96.64
Reliability Engineer	\$135.36
Scheduler/Planner	\$107.28
Security Engineer	\$150.32
Security Engineer, Senior	\$180.43
Security Systems Analyst	\$113.70
Software Systems Engineer	\$155.88
Software Systems Engineer, Senior	\$175.60
Software Test Engineer	\$155.88
Subject Matter Expert	\$217.03
Subject Matter Expert, Senior	\$292.77
Systems Administrator	\$133.37
Systems Administrator, Senior	\$145.93
Systems Architect	\$162.26
Systems Engineer	\$145.02
Systems Engineer, Senior	\$166.60
**Technical Instructor	\$73.42
**Technical Instructor/Course Developer	\$84.58
**Technical Librarian	\$108.70
**Technical Writer I	\$77.80
**Technical Writer II	\$90.64
**Technical Writer III	\$113.50
Telecommunications Engineering Specialist	\$111.86
**Telecommunications Equipment Installer/Repairer	\$79.38
Telephony Engineer	\$137.13

Training Specialist	\$107.33
**Video Teleconference Technician	\$98.44
**Warehouse Specialist	\$48.37
**Word Processor I	\$52.41
**Word Processor II	\$63.02
**Word Processor III	\$67.10

# SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code & Title	WD Number
Administrative Assistant **	01020 – Administrative Assistant	Nationwide
Alarm Monitor **	27004 – Alarm Monitor	Nationwide
Alarm Monitor Lead **	27004 – Alarm Monitor	Nationwide
Computer Operator I **	14041 – Computer Operator I	Nationwide
Computer Operator II **	14042 – Computer Operator II	Nationwide
Computer Operator III **	14043 – Computer Operator III	Nationwide
Computer Operator IV **	14044 – Computer Operator IV	Nationwide
Computer Operator V **	14045 – Computer Operator V	Nationwide
Computer Programmer I **	14071 – Computer Programmer I	Nationwide
Computer Programmer II **	14072 – Computer Programmer II	Nationwide
Computer Programmer III **	14073 – Computer Programmer III	Nationwide
Computer Programmer IV **	14074 – Computer Programmer IV	Nationwide
Computer Specialist **	14170 – System Support Specialist	Nationwide
Data Entry Operator I **	01051 – Data Entry Operator I	Nationwide
Data Entry Operator II **	01052 – Data Entry Operator II	Nationwide
Data Specialist **	13090 – Technical Order Library Clerk	Nationwide
Documentation Specialist **	13061 – Media Specialist I	Nationwide
Drafter/CAD Operator I **	30061 – Drafter/CAD Operator I	Nationwide
Drafter/CAD Operator II **	30062 – Drafter/CAD Operator II	Nationwide
Drafter/CAD Operator III **	30063 – Drafter/CAD Operator III	Nationwide
Drafter/CAD Operator IV **	30064 – Drafter/CAD Operator IV	Nationwide
Driver/Courier **	31043 – Driver Courier	Nationwide
Education Outreach Specialist **	15060 – Educational Technologist	Nationwide
Electronic Technician Maintenance I **	23181 – Electronics Tech Maint I	Nationwide
Electronic Technician Maintenance II **	23182 – Electronics Tech Maint II	Nationwide
Electronic Technician Maintenance III **	23183 – Electronics Tech Maint III	Nationwide
Engineering Technician I **	30081 – Engineering Technician I	Nationwide
Engineering Technician II **	30082 – Engineering Technician II	Nationwide
Engineering Technician III **	30083 – Engineering Technician III	Nationwide
Engineering Technician IV **	30084 – Engineering Technician IV	Nationwide
Engineering Technician V **	30085 – Engineering Technician V	Nationwide
Engineering Technician VI **	30086 – Engineering Technician VI	Nationwide
Equipment Specialist **	14150 – Peripheral Equipment Operator	Nationwide
Forklift Operator **	21020 – Forklift Operator	Nationwide
General Clerk I **	01111 – General Clerk I	Nationwide
General Clerk II **	01112 – General Clerk II	Nationwide
General Clerk III **	01113 – General Clerk III	Nationwide
Logistician I **	21130 – Shipping/Receiving Clerk	Nationwide
Logistician II **	21150 – Stock Clerk	Nationwide
Maintenance Mechanic I **	23530 – Machinery Maint Mechanic	Nationwide
Maintenance Mechanic II **	23530 – Machinery Maint Mechanic	Nationwide

SCA Eligible Contract Labor Category	SCA Equivalent Code & Title	WD Number
Material Coordinator **	21030 – Material Coordinator	Nationwide
Materials Expeditor **	21040 – Materials Expeditor	Nationwide
Multimedia Production Specialist **	13063 – Media Specialist III	Nationwide
Supply Technician	01410 – Supply Technician	Nationwide
Technical Instructor **	15090 – Technical Instructor	Nationwide
Technical Instructor/Course Developer **	15095 – Technical Instructor/Course Developer	Nationwide
Technical Librarian **	13058 – Library Technician	Nationwide
Technical Writer I **	30461 – Technical Writer I	Nationwide
Technical Writer II **	30462 – Technical Writer II	Nationwide
Technical Writer III **	30463 – Technical Writer III	Nationwide
Telecommunications Equipment Installer/Repairer **	23931 – Telecommunications Mechanic I	Nationwide
Video Teleconference Technician **	13110 – Video Teleconference Technician	Nationwide
Warehouse Specialist **	21410 – Warehouse Specialist	Nationwide
Welder, Combination, Maintenance **	23960 – Welder, Combination, Maintenance	Nationwide
Word Processor I **	01611 – Word Processor I	Nationwide
Word Processor II **	01612 – Word Processor II	Nationwide
Word Processor III **	01613 – Word Processor III	Nationwide

***The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. Indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.***

## **Labor Category Descriptions**

***\*Note\*\* Years of experience may be substituted for education***

### **ACCESS CONTROL/INTRUSION DETECTION ENGINEER, SENIOR**

The Access Control/Intrusion Detection Engineer, Senior will perform the following tasks:

- Lead team of technicians and perform security installations that include Access Control, CCTV and Intrusion Detection Alarm Systems.
- Manage projects to deliver successful implementations by meeting project requirements and adhering to industry and company standards.
- Coordinate with staff to ensure availability of materials and equipment.
- Manage resource labor hours, which include collecting timesheets and allocating labor tasks.
- Interpret blueprints, diagrams, submittals, specifications and schematics.
- Participate in on-site progress meetings and provide updates to account managers.

- Identify risks and provide specific solutions and recommendations to customers on most time and cost efficient methods.
- Demonstrate resourcefulness in assessing and troubleshooting of issues and problems.
- Inspect quality of finished projects to ensure conformation of all specifications and requirements.
- Program and test installed security systems and train customers as required.
- Continually learn new products, upgrades and software programs related to low voltage systems.
- Abide by OSHA regulations and use protective equipment as required.

*Minimum Education and Experience: High School Diploma with 10 years of experience*

#### **ADMINISTRATIVE ASSISTANT\*\* – DOL CATEGORY 01020**

The Administrative Assistant will perform the following tasks:

- Basic secretarial duties to include but not limited to filing, taking phone calls, scheduling appointments, making travel arrangements.
- Support executive staff with office management responsibilities to include budgeting, personnel records and payroll.
- May be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

*Minimum Education and Experience: High School Diploma and 1 year of experience*

#### **ALARM MONITOR\*\* – DOL CATEGORY 27004**

The Alarm Monitor will perform the following tasks:

- Operate communication equipment to receive incoming calls for assistance and dispatch personnel and equipment to the scene of an emergency.
- Operate telephone console to receive incoming calls for assistance.
- Question caller(s) to determine nature of problem and type and number of personnel and equipment needed following established guidelines.
- Scan status charts and computer screen to determine units available.
- Monitor alarm system signals that indicate the location of the fire or other emergency.
- Operate two-way radio to dispatch police, fire, medical, and other personnel and equipment and relay instructions or information to remove units.
- Type commands on computer keyboard to update files and maintain logs.
- Test communications and alarm equipment and backup systems to ensure serviceability.
- May provide pre-arrival instructions to the caller, utilizing knowledge of emergency medical techniques and activate alarm system to notify fire stations.

*Minimum Education and Experience: High School Diploma and 1 year of experience*

#### **ALARM MONITOR LEAD\*\* – DOL CATEGORY 27004**

The Alarm Monitor Lead will perform the following tasks:

- Perform all functions of an Alarm Monitor (see Alarm Monitor position description).
- Provide general guidance and oversight to other Alarm Monitors.

*Minimum Education and Experience: High School Diploma and 2 years of experience*

#### **ANALYST I**

The Analyst I will perform the following tasks:

- Perform analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives.
- Apply analytic methodologies and principles to address client needs.
- Participate in working groups, program development forums, analytical activities, and other forums as required to accomplish training requirements.

*Minimum Education and Experience: High School Diploma with 2 years of experience*

## **ANALYST II**

The Analyst II will perform the following tasks:

- Perform all functions of an Analyst I (see Analyst I position description).
- Apply analytic techniques in the evaluation of project objectives and contribute to the implementation of strategic direction.
- Establish milestones and monitor adherence to program plan and schedule.

*Minimum Education and Experience:* High School Diploma with 4 years of experience

## **ANALYST III**

The Analyst III will perform the following tasks:

- Perform all functions of an Analyst II (see Analyst II position description).
- Evaluate training plans for various projects or program activities to meet timeline requirements.
- Identify program issues, and obtain viable solutions through resource allocation or modification.
- Assess and recommend the feasibility of proposed approaches to resolve problem issues.
- Demonstrate superior writing and presentation skills to develop briefs, memorandums, point papers, information papers, other professional level documents, concepts, and analytical reports for the client.

*Minimum Education and Experience:* High School Diploma with 5 years of experience

## **ANALYST IV**

The Analyst IV will perform the following tasks:

- Perform all functions of an Analyst III (see Analyst III position description).
- Perform multi-faceted assignments that require analysis and synthesis of multiple projects running concurrently.

*Minimum Education and Experience:* High School Diploma with 7 years of experience

## **BUSINESS INTELLIGENCE ANALYST**

The Business Intelligence Analyst will perform the following tasks:

- Review and validate customer data as it is collected.
- Drive the implementation of technology, visualizations and process solutions from concept to completion.
- Lead business and technical analysis sessions to support new and enhancement development efforts.
- Perform data profiling to identify and understand anomalies.
- Review customer files to ensure integrity of data collection and utilization.
- Communicate with architects, agile delivery teams, and multiple stakeholders across the project.
- Create user stories, user acceptance criteria, epics, process maps, data mapping and formal requirements documentation.
- Monitor analytics and metrics results.
- Provide business analysis and support for the project team throughout the system development lifecycle.
- Identify risks, dependencies, and constraints while developing specific plans to mitigate or address these concerns.
- Employ collaborative techniques as well as analytical and problem-solving skills across the delivery team.
- Ensure and assist in achieving and meeting project deadlines and schedules.

*Minimum Education and Experience:* Bachelor's Degree with 3 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

## **BUSINESS SYSTEMS ANALYST**

The Business Systems Analyst will perform the following tasks:

- Guide & facilitate discussions to comprehend & analyze business requirements.
- Translate and document requirements in the form of stories and tasks for both business and technical audiences.
- Define and document acceptance criteria for user stories in a given-when-then format.

- Summarize key decisions points at conclusion of discussion.
- Work with technical visionaries to document implementation steps and other deliverables.

*Minimum Education and Experience:* Bachelor's Degree with 3 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **BUSINESS SYSTEMS ANALYST, SENIOR**

The Business Systems Analyst, Senior will perform the following tasks:

- Perform all functions of a Business Systems Analyst (see Business Systems Analyst position description).
- Model business processes and analyze methodologies such as six-sigma, ITIL, and CMMI.
- Analyze complex processes, systems, or datasets using an array of methods and technologies; articulate findings in briefing materials, and contribute to the development of solutions based on analytical findings.
- Manage multiple simultaneous work streams, including projects and program initiatives, and prioritize, manage, and execute effectively with compressed time lines and ambiguous tasking.

*Minimum Education and Experience:* Bachelor's Degree with 5 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **COMPUTER AND INFORMATION RESEARCH SCIENTIST**

The Computer and Information Research Scientist will perform the following tasks:

- Research business process, data and systems analysis, and computer information systems.
- Communicate directly with program managers, project managers, clients, and stakeholders through interviews, meetings, and work groups to elicit and capture system application requirements.
- Develop gathered requirements into high-level, non-technical requirements for the client and detailed functional requirements specifications for developers.
- Collaborate with program managers, project managers, and team members to analyze, review, and prioritize requirements.
- Frequently document baseline requirements; manage and track changes to baseline requirements through appropriate change control tools.
- Create and review project deliverables, document business processes, and assimilate information from a variety of sources including technical documentation, work flow diagrams, database schemas, and regulations.

*Minimum Education and Experience:* Bachelor's Degree with 5 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **COMPUTER AND INFORMATION SYSTEMS MANAGER**

The Computer and Information Systems Manager will perform the following tasks:

- Independently formulate the overall project approach for clients.
- Work closely with management to establish end-user programming to ensure a quality facility that functions for the client as intended.
- Manage, analyze, and validate the change order pricing and processing.
- Manage general contractor activities including start-up, incoming and outgoing RFI's, submittal, and punch-list/closeout processes including all warranty documentation.
- Ensure that overall client relationship management is meeting client's expectations.
- Establish and maintain accurate project schedules, cost reports, and financials.
- Prioritize paper work and submittal processes in conjunction with project schedule.
- Monitor material delivery status with the general contractor to coincide with project schedule requirements.
- Archive contract records in accordance with customer procedures.
- Maintain and distribute meeting minutes including item follow-up as directed.
- Maintain project files.

- Ensure overall customer service and client satisfaction.

*Minimum Education and Experience:* Bachelor's Degree with 5 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

#### **COMPUTER OPERATOR I\*\* – DOL CATEGORY 14041**

The Computer Operator I will perform the following tasks:

- Work under close personal supervision and is provided detailed written or oral guidance before and during assignments.
- Resolve common operating problems.
- May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

*Minimum Education and Experience:* High School Diploma and 1 year of experience

#### **COMPUTER OPERATOR II\*\* – DOL CATEGORY 14042**

The Computer Operator II will perform the following tasks:

- Perform all functions of a Computer Operator I (see Computer Operator I position description).
- Process scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions).
- Apply standard operating or corrective procedures and refer problems that do not respond to preplanned procedures.
- May serve as an assistant operator, working under general supervision.

*Minimum Education and Experience:* High School Diploma and 2 years of experience

#### **COMPUTER OPERATOR III\*\* – DOL CATEGORY 14043**

The Computer Operator III will perform the following tasks:

- Perform all functions of a Computer Operator II (see Computer Operator II position description).
- Process a range of scheduled routines.
- Diagnose and act 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).
- Deviate from standard procedures, if required, to provide a solution; refer problems which do not respond to corrective procedures to a higher individual contributor level.

*Minimum Education and Experience:* High School Diploma and 3 years of experience

#### **COMPUTER OPERATOR IV\*\* – DOL CATEGORY 14044**

The Computer Operator IV will perform the following tasks:

- Perform all functions of a Computer Operator III (see Computer Operator III position description).
- Adapt to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures).
- Devise a course of action from among several alternatives and deviate from standard procedures if required (e.g. reassigning equipment in order to work around faulty equipment or transfer channels).
- Typically, completed work is submitted to users without supervisory review.

*Minimum Education and Experience:* High School Diploma and 4 years of experience

#### **COMPUTER OPERATOR V\*\* – DOL CATEGORY 14045**

The Computer Operator V will perform the following tasks:

- Perform all functions of a Computer Operator IV (see Computer Operator IV position description).

- Resolve a variety of difficult operating problems (e.g. make unusual equipment connections and rarely used equipment and channel configurations).
- Deviate from standard procedures in response to output instructions and error conditions or to avoid loss of information or to conserve computer time.
- Provide technical assistance to lower level operators and assist programmers, systems analysts, and subject matter specialists with problem resolution.

*Minimum Education and Experience:* High School Diploma and 5 years of experience

### **COMPUTER PROGRAMMER I\*\* – DOL CATEGORY 14071**

The Computer Programmer I will perform the following tasks:

- Perform programming services, convert specifications into a sequence of detailed instructions to solve problems by electronic data processing (EDP) equipment, draw program flow charts, and develop the steps and processing logic which causes the manipulation of data to achieve desired results.
- Test and correct programs, prepare instructions for operators, modify programs to increase operating efficiency or to respond to changes in work processes, and maintain records to document program development and revisions.
- Assist higher-level staff by performing elementary programming tasks to include limited and simple data items and repetitive tasks previously performed.
- May perform routine programming assignments under close supervision.
- May perform elementary fact finding concerning a specified work process and report findings to higher level staff.
- May receive training in elementary fact finding.
- May perform programming analysis.
- Receive instructions for each task and receive authorization for deviations.
- Work is closely monitored in progress and reviewed in detail upon completion.

*Minimum Education and Experience:* High School Diploma and 1 year of experience

### **COMPUTER PROGRAMMER II\*\* – DOL CATEGORY 14072**

The Computer Programmer II will perform the following tasks:

- Perform all functions of a Computer Programmer I (see Computer Programmer I position description).
- Perform routine programming assignments that require knowledge of established programming procedures and data processing requirements; work according to clear-cut and complete specifications.
- Maintain and modify routine programs, make approved changes by amending program flow charts, develop detailed processing logic, coding changes, and tests and documents modifications.
- Write operator instructions.
- May write routine new programs and may confer with EDP personnel to clarify procedures and processing logic.
- Confer with user representatives to formulate needed changes; implement changes upon approval of higher level staff.
- Review objectives and assignment details with higher level staff to insure thorough understanding; use judgment in selecting authorized procedures and seek assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise.
- Work is usually monitored in progress, and all work is reviewed upon completion for accuracy and compliance with standards.

*Minimum Education and Experience:* High School Diploma and 3 years of experience

### **COMPUTER PROGRAMMER III\*\* – DOL CATEGORY 14073**

The Computer Programmer III will perform the following tasks:

- Perform all functions of a Computer Programmer II (see Computer Programmer II position description).
- Apply standard programming procedures and detailed knowledge of pertinent subject matter in a programming area; a well-defined statistical or scientific problem; or other standardized operation or problem.
- Work according to approved statements of requirements and detailed specifications.
- Recognize probable interactions of other related programs with the assigned program(s), familiar with related system software and computer equipment, and solve conventional programming problems.

- Develop, modify, and maintain assigned programs, design and implement modifications to the interrelation of files and records within programs, consulting with higher level staff as needed.
- Monitor the operation of assigned programs and respond to problems by diagnosing and correcting errors in logic and coding; implement and/or maintain assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code.
- Test, document work, write, and maintain operator instructions for assigned programs, and confer with other EDP personnel to obtain or provide factual data.
- May analyze a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided.
- Analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher-level staff.
- May assist in the review and analysis of detailed program specifications, and in program design to meet changes in work processes.
- Work independently under specified objectives; apply judgment in devising program logic and in selecting and adapting standard programming procedures, resolve problems and deviations according to established practices, and obtain advice where precedents are unclear or not available.
- May guide or instruct lower level programmers; supervise technicians and others who assist in specific assignments, works on complex programs under close direction of higher level staff or supervisor, and may assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision.
- Work at a level above this is deemed Supervisory or Individual Contributor. Completed work is reviewed for conformance to standards, timeliness, and efficiency.

*Minimum Education and Experience:* High School Diploma and 5 years of experience

#### **COMPUTER PROGRAMMER IV\*\* – DOL CATEGORY 14074**

The Computer Programmer IV will perform the following tasks:

- Perform all functions of a Computer Programmer III (see Computer Programmer III position description).
- Apply expertise in programming procedures to complex programs; recommend the redesign of programs, investigate and analyze feasibility and program requirements, and develop programming specifications.
- Plan the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements, which are usually from different sources.
- Solve difficult programming problems and use knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.
- Develop, modify, and maintain complex programs; design and implement the interrelations of files and records within programs which will effectively fit into the overall design of the project.
- Work with problems or concepts and develop programs for the solution to major scientific computational problems.
- Test, document, and write operating instructions, secure information, investigate and resolve problems, and coordinate work efforts.
- Performs programming analysis such as: investigate alternate program design approaches.
- Assist user personnel to define problems or needs, determine work organization on maintenance projects and smaller scale.
- Work independently under objectives and direction, apprise supervisor about progress and unusual complications, and modify and adapt precedent solutions and proven approaches.
- May function as team leader or supervise a few lower level programmers or technicians on assigned work.

*Minimum Education and Experience:* High School Diploma and 7 years of experience

#### **COMPUTER SPECIALIST\*\* – DOL CATEGORY 14170**

The Computer Specialist will perform the following tasks:

- Provide troubleshooting assistance and problem resolution for personal computers, mini/mainframe computers, client servers as well Local Area Networks (LANs), Wide Area Networks (WANs), and web pages.

- This category includes occupations concerned with the direct delivery and development of instruction.
- Provide instruction of a technical nature where the work requirements a combination of practical knowledge of the methods and techniques of instruction and practical knowledge and experience in the subject taught.

*Minimum Education and Experience:* High School Diploma and 1 year of experience

### **COMPUTER SPECIALIST, SENIOR**

The Computer Specialist, Senior will perform the following tasks:

- Provide technical assistance necessary to support IT growth needs.
- Maintain and modify an assigned group of programs within the total number of utility routines, execution routines, input/output control programs.
- Evaluate various brands of IT equipment and software and develop detailed logic, test, debug, and program documentation for system applications and LAN requirements.
- Provide computer training on an as needed basis and be competent with the latest software productivity packages.
- Understand hardware requirements and be able to reconfigure/configure associated PC and LAN hardware.
- Report progress and financial status of assigned project to project supervisor.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **CONFIGURATION MANAGEMENT ANALYST**

The Configuration Management Analyst will perform the following tasks:

- Establish end-to-end processes for documentation, testing, and engineering release activities.
- Facilitate communication between Engineering, Operations, and Training and Test teams regarding releases.
- Manage multiple projects.
- Support field personnel with issue tracking, support documentation, and deployment preparedness.
- Use version control system for all changes affecting the operational baseline and as the final repository for code and program documentation.
- Provide monthly configuration and document metric reporting for management review and provide briefs as requested for meetings.

*Minimum Education and Experience:* High School Diploma and 3 years of experience

### **CONFIGURATION MANAGEMENT ANALYST, SENIOR**

The Configuration Management Analyst, Senior will perform the following tasks:

- Perform all functions of a Configuration Management Analyst (see Configuration Management Analyst position description).
- Contribute to the development and maintenance of a Configuration Management Plan and/or Configuration Management and Document Management Procedures.
- Maintain responsibility for writing configuration management plans, data management plans, and standard operating procedures.
- May support engineering technical review events, including preliminary design reviews, and distribute program documentation for team reviews.
- Perform product audits and process software deliveries.

*Minimum Education and Experience:* High School Diploma with 5 years of experience

### **CONFIGURATION SUPPORT SPECIALIST**

The Configuration Support Specialist will perform the following tasks:

- Perform standard support functions to assist in multiple programs for the client which include but are not limited to: Planning, Configuration Identification, Status Accounting, Configuration Control, and Audits.
- Coordinate, record, and participate in stakeholder and project meetings.

- Assure software baseline integrity through audits and maintenance of Configuration Management repositories.
- Support efforts with tracking and resolving issues and problems related to process, tools and software baseline management.
- Track, control and report on Change Requests.

*Minimum Education and Experience:* High School Diploma and 3 years of experience

### **CONFIGURATION SUPPORT SPECIALIST, SENIOR**

The Configuration Support Specialist, Senior will perform the following tasks:

- Perform all functions of a Configuration Support Specialist (see Configuration Support Specialist position description).
- Serve as the technical advisor for configuration and change management related functions.
- Support and advise end-users on approved policies and procedures.
- With supervision, be part of a team to develop and maintain processes, plans, policies, Standard Operating Procedures (SOPs), work instructions, and other documents.
- Maintain CM process standards, plans, and procedures on complex government integration and engineering program involving multiple systems, contractors and agencies.

*Minimum Education and Experience:* High School Diploma and 5 years of experience

### **CONTROL SYSTEMS ENGINEER, SENIOR**

The Control Systems Engineer, Senior will perform the following tasks:

- Develop and improve critical controllers and other algorithms.
- Maintain and update graphics, programming, and engineering systems for sequences as provided by management.
- Provide accurate controls of special systems start-up and commissioning including point-to-point checkout on projects as assigned.
- Verify correct alarm, annunciation, and other actions by equipment, devices, panels, and annunciators of Controls projects.
- Support installation personnel on project sites.
- Provide information and support for other contractors on project site.
- Debug installation issues during both the static and dynamic start-up and commissioning of building controls.
- Provide support to contractors to solve building operating issues that go beyond the controls or special systems operation.
- Provide input to others as requested or required to assist in the accurate estimation, design, installation, start-up, commissioning, and training for building systems.
- Provide start-up documentation including daily logs, check out logs, and commissioning documents as required for assigned projects.
- Ensure timely software backups are created for projects and software development.
- Provide service support on existing installations ensuring systems continue to meet existing building occupancy codes.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **CYBERSECURITY ANALYST**

The Cybersecurity Analyst will perform the following tasks:

- Conduct scientific and technical analysis.
- Produce long-term technical trend and pattern analysis reports tailored to the customer's needs.
- Draft system security documentation, including security plans, contingency plans, incident response plans, and other documentation.
- Analyze system vulnerability data.

- Participate in meetings, working groups, demonstrations, or conferences in support of the effort.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience and a Security+ certification or equivalent.

### **CYBERSECURITY ANALYST, SENIOR**

The Cybersecurity Analyst, Senior will perform the following tasks:

- Perform all functions of a Cybersecurity Analyst (see Cybersecurity Analyst position description).
- Draft security classification guidance for program use.
- Perform comprehensive gap analysis of policies, procedures, and configurations.
- Analysis of advanced cyber threats, network defense environments and Intelligence Community capabilities.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience and a CISSP certification or equivalent.

### **CYBERSECURITY ENGINEER**

The Cybersecurity Engineer will perform the following tasks:

- Possess knowledge of common cyber vulnerabilities, counter measures, and monitoring tools.
- Develop, enhance, and maintain cyber tools.
- Technical experience across all lifecycle phases from requirements analysis, engineering implementation, and deployment using Agile methodologies.
- Experience with Java, Python, JavaScript, Linux/Windows, Web applications.
- Present technical information to reviewers in oral and written formats.
- Work independently to achieve day-to-day objectives with significant impact on project objectives and deliverables.
- Responsible for entire projects or processes within a technical area.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience and a Security+ certification or equivalent.

### **CYBERSECURITY ENGINEER, SENIOR**

The Cybersecurity Engineer, Senior will perform the following tasks:

- Perform all functions of a Cybersecurity Engineer (see Cybersecurity Engineer position description).
- Analysis of advanced cyber threats, network defense environments, and Intelligence Community capabilities.
- Perform vulnerability analysis and assessments for cyber missions.
- May support work in the following areas: Computer Network Defense (CND) Infrastructure Support, Penetration Testing, Computer Forensics, Reverse Engineering, Systems Requirements Planning, Systems Development, Software Engineering, Test and Evaluation, Enterprise Architecture, Network Services, and Systems Security Analysis.

*Minimum Education and Experience:* Bachelor's Degree with 6 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience and a CISSP certification or equivalent.

### **CYBERSECURITY SUPPORT SPECIALIST**

The Cybersecurity Support Specialist will perform the following tasks:

- Conduct background investigations of individuals who would occupy positions where a determination of suitability for employment or access to classified information is required.
- Prepare reports on investigations resulting from interviews conducted during background investigations.
- Draft summary sheets on the results of investigations for all assigned cases.
- Assist in adjudicating personal background investigations for suitability for employment with the agency and/or issuance of a security clearance.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience and a Security+ certification or equivalent.

## **CYBERSECURITY SUPPORT SPECIALIST, SENIOR**

The Cybersecurity Support Specialist, Senior will perform the following tasks:

- Perform all functions of a Cybersecurity Support Specialist (see Cybersecurity Support Specialist position description).
- Analyze information security systems/applications, and recommend and develop security measures to protect information against unauthorized modifications of loss.
- Rely on extensive experience and judgment to plan and accomplish goals.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience and a CISSP certification or equivalent.

## **DATA ENTRY OPERATOR I\*\* – DOL CATEGORY 01051**

The Data Entry Operator I will perform the following tasks:

- Operate keyboard-controlled data entry devices such as a computer, key-operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment.
- Work 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.
- Requires close supervision and follows specific procedures or detailed instructions.

*Minimum Education and Experience:* High School Diploma and 1 year of experience

## **DATA ENTRY OPERATOR II\*\* – DOL CATEGORY 01052**

The Data Entry Operator II will perform the following tasks:

- Perform all functions of a Data Entry Operator I (see Data Entry Operator I position description).
- Use experience and judgment in selecting procedures to be followed, and search for interpreting, selecting, or coding items to be entered from a variety of document sources.

*Minimum Education and Experience:* High School Diploma and 3 years of experience

## **DATA SPECIALIST\*\* – DOL CATEGORY 13090**

The Data Specialist will perform the following tasks:

- Maintain technical publications in a complete and current status per regulations.
- Requisition, file, receive, screen, review, route, and distribute all incoming technical manuals.
- Monitor dispersed libraries and necessary control functions to distribute data.
- Comply with processes established for classified technical media receipt, storage, distribution, inventory, and disposition in accordance with current regulations.

*Minimum Education and Experience:* High School Diploma and 1 year of experience

## **DATA WAREHOUSING SPECIALIST**

The Data Warehousing Specialist will perform the following tasks:

- Develop and maintain data standards, common taxonomy, and data quality metrics for safety data management system.
- Provide thought leadership for innovative data solutions to establish a standard industry language for analyzing new and emerging data sources.
- Maintain and develop data models, processes and routines to continuously improve and enhance existing aviation data management system.
- Direct and supervise software developers to ensure program deadlines are met.
- Work with team leaders and data analysts in resolving complex aviation technical.
- Develop, test, implement, and maintain operations for a variety of data sources and data marts.
- Create and execute test plans. Document assumptions, methodologies, and validation techniques.

- Handle on-call responsibilities and provide production support and maintenance.

*Minimum Education and Experience:* High School Diploma with 2 years of experience.

#### **DATABASE ADMINISTRATOR**

The Database Administrator will perform the following tasks:

- Create, monitor, and optimize database performance utilizing advanced performance tuning skills.
- Automate recurring or redundant database tasks.
- Maintain database integrity, availability, and restorability.
- Execute and automate database refreshes.
- Lead and contribute to design discussions in a cross-functional project setting.
- Develop database standards, guidelines, and best practices.
- Design and architect solutions which often require complex system integration.
- Perform capacity planning and project estimation.
- Evaluate and research new database features, version, and technologies.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

#### **DATABASE ARCHITECT**

The Database Architect will perform the following tasks:

- Support the design of efficient database structures.
- Design, implement, and maintain moderately complex databases, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods.
- Maintain data dictionaries, monitors standards and procedures, and integration of systems through database design.
- Plan and lead major technology assignments.
- Evaluate performance results and recommend major changes affecting short-term project growth and success.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

#### **DATABASE MANAGEMENT SPECIALIST**

The Database Management Specialist will perform the following tasks:

- Administer, develop, test, or demonstrate databases.
- Perform many related database functions across one or more teams or clients, including design, implementation, and maintenance of new databases, backup/recovery, and configuration management.
- Conduct trouble shooting as needed to provide problem resolution.
- Prepare activity and progress reports.
- Maintain schedule and requirements for recurring and ad hoc reports using reporting repositories.
- Generate reports and where appropriate, interpret results and make informed recommendations to team leads.
- Conduct routine research and analysis to offer recommendations for aligning procedures with applicable guidelines.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

#### **DATABASE MANAGEMENT SPECIALIST, SENIOR**

The Database Management Specialist, Senior will perform the following tasks:

- Perform all functions of a Database Management Specialist (see Database Management Specialist position description).
- Install database management systems and provide input for modification of procedures and documentation used for problem resolution and day-to-day maintenance.
- Project long-range requirements for database administration in conjunction with other managers in the information systems function.

- Perform independent DBMS analysis on significant projects manipulating DBMS internals, and comparative analysis between different retrieval systems on a wide variety of equipment.
- Coordinate DBMS support efforts with functional area experts.
- Design and build databases using DBMS software, including, but not limited to, ORACLE, SQL, or Java.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **DESIGN ENGINEER**

The Design Engineer will perform the following tasks:

- Research, plan, and oversee the implementation of moderately complex systems level design concepts and equipment.
- Develop, implement, test, and document specifications for engineering systems and equipment.
- Assess moderately complex system problems and investigate, develop, appraise, select, and present solutions.
- Verify technical designs to ensure cost effectiveness.
- Perform system design to include integration of software, hardware, networks, subsystems, peripheral components, and interfaces.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **DESIGN ENGINEER, SENIOR**

The Design Engineer, Senior will perform the following tasks:

- Perform all functions of a Design Engineer (see Design Engineer position description).
- Originate and/or review structural analysis, prototype test processes, operations procedures, and reports using computeraided engineering (CAE) and appropriate computer software including AutoCAD.
- Review and verify design drawings and other technical documentation prepared by others to ensure accuracy in form, fit, and function.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **DOCUMENTATION SPECIALIST\*\* – DOL CATEGORY 13061**

The Documentation Specialist will perform the following tasks:

- Maintain library of media (tapes, cassettes and microfiche), which presents few difficult data processing problems (e.g. damaged media or misplaced media).
- Apply data processing or corrective procedures and refer problems which do not have preplanned procedures.
- Work under general supervision of the higher-level Documentation Specialists.

*Minimum Education and Experience:* High School Diploma and 1 year of experience

### **DRAFTER/CAD OPERATOR I\*\* – DOL CATEGORY 30061**

The Drafter/CAD Operator I will perform the following tasks:

- Prepare drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints.
- Select appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments.
- Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.

*Minimum Education and Experience:* High School Diploma and 1 year of experience

### **DRAFTER/CAD OPERATOR II\*\* – DOL CATEGORY 30062**

The Drafter/CAD Operator II will perform the following tasks:

- Perform all functions of a Drafter/CAD Operator I (see Drafter/CAD Operator I position description).
- Prepare various drawings and computer models of construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details.
- Use conventional drafting and CAD techniques and have a working knowledge of the terms and procedures of the occupation.
- Make arithmetic computations using standard formulas.
- Perform familiar or recurring work assigned in general terms.
- Perform unfamiliar assignments with information provided on methods, procedures, sources of information, and precedents to follow.
- Prepare simple revisions to existing drawings or computer models with verbal explanation of the desired results.
- Use sketches, computer models or specifications to prepare more complex product revisions.

*Minimum Education and Experience:* High School Diploma and 3 years of experience

### **DRAFTER/CAD OPERATOR III\*\* – DOL CATEGORY 30063**

The Drafter/CAD Operator III will perform the following tasks:

- Perform all functions of a Drafter/CAD Operator II (see Drafter/CAD Operator II position description).
- Prepare 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.
- Use mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc.
- Work 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.
- Select required information from computer programs, internet sites, precedents, manufacturers' catalogs, and technical guides.
- Independently resolve most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems.

*Minimum Education and Experience:* High School Diploma and 5 years of experience

### **DRAFTER/CAD OPERATOR IV\*\* – DOL CATEGORY 30064**

The Drafter/CAD Operator IV will perform the following tasks:

- Perform all functions of a Drafter/CAD Operator III (see Drafter/CAD Operator III position description).
- Work closely with design originators to prepare drawings or computer models of unusual, complex, or original designs that require a high degree of precision.
- Perform unusually difficult assignments that require considerable initiative, resourcefulness, and drafting expertise.
- Assure anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced.
- Exercise independent judgment to select and interpret data based on knowledge of the design intent.
- 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 Education and Experience:* High School Diploma and 7 years of experience

### **DRIVER/COURIER\*\* – DOL CATEGORY 31043**

The Driver/Courier will perform the following tasks:

- Drive automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies.
- May transport office personnel and visitors.

- Perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail.
- May obtain receipts for articles delivered and keep a log of items received and delivered, and deliver items to offices and departments within an establishment.

*Minimum Education and Experience:* High School Diploma and 1 year of experience

### **ELECTRICAL ENGINEER**

The Electrical Engineer will perform the following tasks:

- Understand the application of company electrical engineering technical standards.
- Use technical expertise to complete assigned electrical engineering tasks.
- Attend and prepare under close supervision materials to support electrical engineers during Requirements and Design Reviews.
- Estimate design effort and provide support to the negotiations effort with Architectural-Engineering firms and General Contractors.
- Develop and coordinate engineering specifications, using Government-based specification software.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **ELECTRICAL ENGINEER, SENIOR**

The Electrical Engineer, Senior will perform the following tasks:

- Perform all functions of a Electrical Engineer (see Electrical Engineer position description).
- Implement system concept definition, design, integration, and engineering.
- Perform electrical engineering analysis and design, using electrical engineering software tools, coordinating electrical fabrication, and electrical engineering test techniques.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **ELECTRONIC TECHNICIAN MAINTENANCE I\*\* – DOL CATEGORY 23181**

The Electronic Technician Maintenance I will perform the following tasks:

- Maintain, repair, troubleshoot, modify, and install various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunications, sonar, and navigational aids); personal and mainframe computers and terminals; industrial, medical, measuring, and controlling equipment; and industrial robotic devices.
- Apply technical knowledge of electronics principles in determining equipment malfunctions and applies the skill in restoring equipment operation.
- Evaluate performance and reliability of prototype or production mode and recommend changes in circuitry or installation specifications to simplify assembly and maintenance.
- Applies basic technical knowledge to perform simple or routine tasks following detailed instructions.
- Perform tasks such 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.
- Work under close supervision receiving technical guidance from supervisor or higher-level technician.
- Work is checked frequently for accuracy.

*Minimum Education and Experience:* High School Diploma with 1 year of experience

### **ELECTRONIC TECHNICIAN MAINTENANCE II\*\* – DOL CATEGORY 23182**

The Electronic Technician Maintenance II will perform the following tasks:

- Perform all functions of an Electronics Technician Maintenance I (see Electronics Technician I position description).

- Apply basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers' manuals or similar documents.
- Require familiarity with the interrelationships of circuits and judgment in planning work sequence, selecting tools, and testing instruments.
- Performance is reviewed for compliance with accepted practices.
- Work under the immediate supervision and achieve technical guidance, as required, from supervisor or higher-level technician.

*Minimum Education and Experience:* High School Diploma with 2 years of experience

### **ELECTRONIC TECHNICIAN MAINTENANCE III\*\* – DOL CATEGORY 23183**

The Electronic Technician Maintenance III will perform the following tasks:

- Perform all functions of an Electronics Technician Maintenance I and II (see Electronics Technician I and II position descriptions).
- Apply advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents.
- Work typically requires an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analysis, 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.
- May provide technical guidance to lower level technicians.

*Minimum Education and Experience:* High School Diploma with 3 years of experience

### **ENGINEERING TECHNICIAN I\*\* – DOL CATEGORY 30081**

The Engineering Technician I will perform the following tasks:

- Provide semiprofessional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment.
- May require a practical knowledge of mathematics or computer science.
- Prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment.
- Perform simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or upon completion.
- May assemble or install equipment or parts requiring simple wiring, soldering, or connecting.
- May perform simple or routine tasks or tests such as tensile or hardness tests; operate and adjust simple test equipment; record test data.
- May gather and maintain specified records of engineering data such as tests, drawings, etc.; perform computations by substituting numbers in specified formulas; plot data and draw simple curves and graphs.

*Minimum Education and Experience:* High School Diploma with 1 year of experience

### **ENGINEERING TECHNICIAN II\*\* – DOL CATEGORY 30082**

The Engineering Technician II will perform the following tasks:

- Perform all functions of an Engineering Technician I (see Engineering Technician I position description).
- Perform standardized or prescribed assignments involving a sequence of related operations, follow standard work methods on recurring assignments, and receive explicit instructions on unfamiliar assignments.
- Follow specific instructions, assemble or construct simple or standard equipment or parts, service or repair simple instruments or equipment.
- Conduct a variety of tests using established methods, prepare test specimens, adjust and operate equipment, record test data, and identify deviations resulting from equipment malfunction or observational errors.
- Extract engineering data from various prescribed but non-standardized sources, process the data following well-defined methods including elementary algebra and geometry, and present the data in prescribed form.

*Minimum Education and Experience:* High School Diploma with 2 years of experience

### **ENGINEERING TECHNICIAN III\*\* – DOL CATEGORY 30083**

The Engineering Technician III will perform the following tasks:

- Perform all functions of an Engineering Technician II (see Engineering Technician II position description).
- Perform assignments that are not completely standardized or prescribed, select or adapt standard procedures or equipment, use fully applicable precedents, receive initial instructions, equipment requirements, and advice from supervisor or engineer as needed, perform recurring work independently.
- Construct components, subunits, or simple models or adapt standard equipment; may troubleshoot and correct malfunctions.
- Follow specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.
- Conduct 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.
- Extract and compile engineering data from field notes, manuals, lab reports, etc., process data, identify errors or inconsistencies, and select methods of data presentation.
- Assist in design modification by compiling data related to design, specifications, and materials pertinent to specific items of equipment or component parts.
- Develop information concerning previous operational failures and modifications, and use judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

*Minimum Education and Experience:* High School Diploma with 3 years of experience

### **ENGINEERING TECHNICIAN IV\*\* – DOL CATEGORY 30084**

The Engineering Technician IV will perform the following tasks:

- Perform all functions of an Engineering Technician III (see Engineering Technician III position description).
- Perform assignments that are not completely standardized or prescribed, select or adapt standard procedures or equipment, receive initial instructions, equipment requirements, and advice from supervisor or engineer as needed, perform recurring work independently.
- Construct components, subunits, or simple models or adapt standard equipment; may troubleshoot and correct malfunctions.
- Construct and package simple devices and subunits by following specific layout and scientific diagrams.
- Conduct 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.
- Extract and compile a variety of engineering data from field notes, manuals, lab reports, etc., process data, identify errors or inconsistencies, and select methods of data presentation.
- Assist in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts.
- Develop information concerning previous operational failures and modifications, and use judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

*Minimum Education and Experience:* High School Diploma with 5 years of experience

### **ENGINEERING TECHNICIAN V\*\* – DOL CATEGORY 30085**

The Engineering Technician V will perform the following tasks:

- Perform all functions of an Engineering Technician IV (see Engineering Technician IV position description).
- Perform non-routine and complex assignments.
- Plan and perform a complete project of relatively limited scope or a portion of a larger and more diverse project.
- Select and adapt plans, techniques, designs, or layouts; contact personnel in related activities to resolve problems and coordinate work; review, analyze, and integrate 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.
- May train and be assisted by lower level technicians, and perform one or a combination of the following:

- Design, develop, and construct major units, devices, or equipment; conduct tests or experiments; analyze results and redesigns or modifies equipment to improve performance; and report results.
- From general guidelines and specifications (e.g., size or weight requirements), develop designs for equipment without critical performance requirements that are difficult to satisfy. Analyze technical data to determine applicability to design problems; select from several possible design layouts; calculate design data; and prepare layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.
- Plan or assist in planning tests to evaluate equipment performance. Determine test requirements, equipment modification, and test procedures; conduct tests using all types of instruments; analyze and evaluate test results, and prepare reports on findings and recommendations.

*Minimum Education and Experience:* High School Diploma with 7 years of experience

### **ENGINEERING TECHNICIAN VI\*\* – DOL CATEGORY 30086**

The Engineering Technician VI will perform the following tasks:

- Perform all functions of an Engineering Technician V (see Engineering Technician V position description).
- Independently plan and accomplished complete projects or studies of broad scope and complexity, or serve as an expert in a narrow aspect of a particular field of engineering.
- Use 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.
- May supervise or train and be assisted by lower level technicians, and perform one or a combination of the following:
  - Prepare designs and specifications for various complex equipment or systems.
  - Plan approach to solve design problems; conceive and recommend new design techniques; resolve design problems with contract personnel, and assure compatibility of design with other parts of the system.
  - Design and coordinate test setups and experiments to prove or disprove the feasibility of preliminary design; use untried and untested measurement techniques; and improve the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.
  - Plan approach and conduct 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. Arrange for fabrication of pilot models and determine test procedures and design of special test equipment.

*Minimum Education and Experience:* High School Diploma with 9 years of experience

### **ENVIRONMENTAL ENGINEER**

The Environmental Engineer will perform the following tasks:

- Analyze highly complex data on construction practices, engineering economics, flow and reservoir operation modeling, geology and soils, erosion and sediment transport, water quality modeling, river hydrology, groundwater, and marine and freshwater environments, as they relate to the construction, modification, operation, and maintenance of hydropower projects.
- Serve as Project Coordinator of multi-disciplinary teams assigned to prepare staff environmental documents.
- Plan and execute meetings on highly complex environmental engineering matters with attorneys, engineers, hydrologists, and biologists from licensees, applicants for license, and local, state, and federal agencies.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **EQUIPMENT SPECIALIST\*\* – DOL CATEGORY 14150**

The Equipment Specialist will perform the following tasks:

- Operate peripheral equipment that directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer.

- Load printers and plotters with correct paper; adjust controls for forms, thickness, tension, printing density, and location; and unload hard copy.
- Label tape reels, or disks; check labels and mounting and dismounting designated tape reels or disks on specified units or drives.
- Set controls which regulate operation of the equipment.
- Observe panel lights for warnings and error indications and taking appropriate action.
- Examine tapes, cards, or other material for creases, tears or other defects that could cause processing problems.

*Minimum Education and Experience:* High School Diploma with 1 year of experience

### **FACILITY MANAGER**

The Facility Manager will perform the following tasks:

- Recommend and implement customer facilities and space management policies, procedures, and applications.
- Provide input to the review, implementation, and accurate management of current expenditures for infrastructure maintenance and operations, services, supplies, and real property repairs.
- Manage, administer, and write functional requirements for automated facilities management systems.
- Coordinate interactions with the financial system or other business systems.
- Lead and/or conduct development, testing, administration, configuration management, operations, and maintenance of facilities management systems.

*Minimum Education and Experience:* High School Diploma with 4 years of experience.

### **FACILITY MANAGER, SENIOR**

The Facility Manager, Senior will perform the following tasks:

- Perform all functions of a Facility Manager (see Facility Manager position description).
- Perform technical review of designs and proposals developed by the customer, and conduct feasibility studies to determine the maintainability of the proposed design.
- Work closely with the key stakeholders in planning complex, high priority special projects; coordinate the involvement of architectural, civil/structural, mechanical, electrical, and specialty disciplines; and provide support in project planning, review, and construction phases.
- Provide leadership and technical guidance in the planning, funding, management, and direction of facilities engineering studies and reports.

*Minimum Education and Experience:* High School Diploma with 6 years of experience.

### **FIELD ENGINEER**

The Field Engineer will perform the following tasks:

- Provide technical support of audiovisual, videoconferencing, and IT systems.
- Diagnose and repair audiovisual, videoconferencing, and IT related system problems proactively and manage and resolve system auto-generated service tickets.
- Configure and program equipment for various applications.
- Interface with manufacturers to identify and resolve issues.
- Make recommendations as to whether it is better to repair or replace a defective product.
- Provide professional customer service including rapidly building technical credibility with clients via superior knowledge and service.
- Clearly communicate complex technical concepts to peers, clients, and management.
- Coordinate required activities with subcontractors, manufacturers, and personnel through the required management chain.
- Answer customer requests and document this activity in the customer database.

- Produce accurate and timely service quotes.
- Keep digital records up to date (i.e. service tickets, documentation).

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **FIELD INSTALLATION MANAGER**

The Field Engineer, Senior will perform the following tasks:

- Perform all functions of a Field Installation Engineer (see Field Engineer position description).
- Conduct site surveys, installations, integration, and acceptance testing.
- Assess product line critical situations in a timely, professional manner.
- Teach and train personnel in system operation.
- Assemble and install various product line assemblies and systems.
- Assist management with workload assignments and oversight.

*Minimum Education and Experience:* Bachelor's Degree with 6 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **FINANCIAL ANALYST**

The Financial Analyst will perform the following tasks:

- Perform specific tasks related to rate development and prepare related reports; identify cost centers and their related expenses, and calculate recovery rates (e.g., recharge, indirect cost).
- Provide technical assistance in the design of cost accounting or reporting systems and related forms and documents.
- Assist with the provision of department advisory services for updating billing rates and interpreting cost accounting data; recommend alternative solutions to cost accounting problems.
- Perform specialized financial or cost analyses (e.g., cash-flow analysis, "what-if" analysis) and prepare related reports.
- Assist in reviews of financial and internal controls to determine whether such controls are adequate to meet management objectives and ensure the safeguarding of assets; recommend and implement security and system control procedures.
- Interview employees at all levels to analyze policies, work procedures, and operational methods.
- Perform specific tasks related to reviews of management practices and policies; recommend changes to enhance operating efficiencies.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **FORKLIFT OPERATOR\*\* – DOL CATEGORY 21020**

The Forklift Operator will perform the following tasks:

- Operate a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.

*Minimum Education and Experience:* High School Diploma with 1 year of experience

### **GENERAL CLERK I\*\* – DOL CATEGORY 01111**

The General Clerk I will perform the following tasks:

- Follow detailed procedures in performing, simple repetitive tasks in the same sequence.

- Responsibilities include filing pre-coded documents in a chronological file or operating office equipment (e.g., mimeograph, photocopy, addressograph or mailing machine).
- Follow detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence.
- Specific work may include but is not limited to coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment.
- Little or no subject matter knowledge is required, but the clerk uses judgment in choosing the proper procedure for each task.

*Minimum Education and Experience:* High School Diploma with 6 months of experience

### **GENERAL CLERK II\*\* – DOL CATEGORY 01112**

The General Clerk II will perform the following tasks:

- Perform all functions of a General Clerk I (see General Clerk I position description).
- Familiar with the terminology of the office unit.
- Select appropriate methods from a wide variety of procedures or make simple adaptations and interpretations of a limited number of substantive guides and manuals.
- Refer recognized problems to others.

*Minimum Education and Experience:* High School Diploma with 1 year of experience

### **GENERAL CLERK III\*\* – DOL CATEGORY 01113**

The General Clerk III will perform the following tasks:

- Perform all functions of a General Clerk I and II (see General Clerk I and II position description).
- Use some subject matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence.
- Select from alternative methods and refer problems not solvable by adapting or interpreting substantive guides, manuals, or procedures.
- Typical duties include but are not limited to 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; handling and adjusting complaints.
- May direct lower level clerks.

*Minimum Education and Experience:* High School Diploma with 2 years of experience

### **GENERAL ENGINEER I**

The General Engineer I will perform the following tasks:

- Provide engineering expert advice to senior management and other staff as required on capital projects development, construction, and technical studies to assure that the proposed oversight processes and procedures of projects are feasible and technically sound.
- Maintain accurate records of buildings, ancillary structures, facility assets/equipment, and materials.
- Provide project management oversight on transit projects, including technical direction for products.
- Prepare comprehensive reports, detailed evaluations, summaries of project results/outcomes, technical findings, program activities descriptions, and budgetary support documentation as required, and policy proposals and/or procedural option when deemed appropriate or advisable and make presentations as needed.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **GENERAL ENGINEER II**

The General Engineer II will perform the following tasks:

- Perform all functions of a General Engineer I (see General Engineer I position description).
- Direct and engage in periodic review meetings to examine progress and reports; follow-up on refinements and provide redirection as necessary.
- Conduct on-site visits to ensure quality and compliant technical and management efforts.
- Interact effectively for key planning, operations, and management initiatives in the assigned program area.
- Provide expertise, advisement, coordination, and recommendations on all phases of construction management and implementation.
- Advise team members and contractors to promote effective construction and oversight support.
- Ensure contract requirements are properly followed by all contractors who perform maintenance, repair, and construction activities.

*Minimum Education and Experience:* Bachelor's Degree with 3 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **GENERAL ENGINEER III**

The General Engineer III will perform the following tasks:

- Perform all functions of a General Engineer II (see General Engineer II position description).
- Serve as a principal advisor and oversee the planning, organizing, coordinating of activities, resources, equipment, and information for large single and/or multiple projects.
- Provide leadership and work effectively, cooperatively, and harmoniously in a multi-disciplinary team environment under considerable stress and tight deadlines, and with minimal supervision.
- Mastery of project management principles, concepts, methods, and practices to oversee the planning and execution of operations and ensure coordination with other related activities.
- Manage critical, time sensitive projects that require extensive coordination across program and organizational lines.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **GENERAL ENGINEER IV**

The General Engineer IV will perform the following tasks:

- Perform all functions of a General Engineer III (see General Engineer III position description).
- Take decisive action and speak with authority on behalf of management in obtaining consensus on operational requirements.
- Mastery of project management concepts, methods, and practices to provide expert guidance in meeting short and long-term operational requirements.

*Minimum Education and Experience:* Bachelor's Degree with 5 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **GEOSPATIAL INFORMATION SCIENTIST AND TECHNOLOGIST**

The Geospatial Information Scientist and Technologist will perform the following tasks:

- Ensure proper collection of data for accuracy and quality.
- Process raw data and electro-optical data to final products.
- Perform color balance, imagery, mosaic imagery into seamless maps.
- Create digital elevation models.
- Perform QA/QC and ensure proper data management.
- Troubleshoot issues with hardware, software, and collection equipment.
- Work closely with pilots and processing teams to plan and execute missions.

- Operate and maintain airborne and imagery acquisition systems.
- Complete necessary field logs and data transfer duties.
- Ensure safe and secure use of company equipment and instrumentation.
- May install and operate GPS, communication equipment, and various airborne sensor platforms.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

#### **HARDWARE ENGINEER**

The Hardware Engineer will perform the following tasks:

- Provide hardware engineering expertise to analyze complex hardware systems, hardware design, architecture, network design, and other technical hardware issues.
- Procure and perform acceptance testing on equipment. Provide preventive and remedial hardware maintenance support.
- Conduct site surveys.
- Prepare engineering plans and site Technical Design Packages.
- Configure computers, networking devices, and various peripheral equipment. Prepare configuration documentation and site installation and test reports.
- Ensure problems have been properly identified and solutions will satisfy the user's requirements. Prepare reports and recommendations concerning existing and emerging hardware technologies.
- Provide specific input to the hardware components of system design to include end-user devices, servers, networking devices, data storage devices, and specialized processors.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

#### **HARDWARE TEST ENGINEER**

The Hardware Engineer, Senior will perform the following tasks:

- Perform all functions of a Hardware Engineer (see Hardware Engineer position description).
- Organize and direct hardware installations.
- Prepare specifications for hardware by analyzing documented and derived system requirements.
- Assist in defining internal quality control standards and the maintenance of reliability programs.
- Analyze test cases and provide regular progress reports.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

#### **INFORMATION ASSURANCE (IA) SPECIALIST**

The Information Assurance (IA) Specialist will perform the following tasks:

- Provide the expertise to conduct systems analysis, eCertification and Accreditation (eC&A), integration of secure products, security test and evaluation, and development of complex information systems to meet information system security requirements.
- Ability to determine data type and/or ports and protocols being transmitted through connections.
- Assist team members with security-related questions and tasks related to application and infrastructure.
- Conduct detailed analysis, evaluation, and recommendation for application and/or infrastructure improvements.
- Interpret and communicate security compliance related requirements.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience and a Security+ certification or equivalent.

#### **INFORMATION ASSURANCE (IA) SPECIALIST, SENIOR**

The Information Assurance (IA) Specialist, Senior will perform the following tasks:

- Perform all functions of a Information Assurance (IA) Specialist (see Information Assurance (IA) Specialist position description).
- Knowledge of network security architecture to include, but not limited to; firewalls, intrusion detection/prevention (IDS/IPS) systems, web proxies, content filtering devices, and encryption devices.
- Knowledge and experience reporting Information Assurance vulnerabilities.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience and a CISSP certification or equivalent.

### **INFORMATION MANAGEMENT SPECIALIST**

The Information Management Specialist will perform the following tasks:

- Participate independently and as a team to adjudicate decisions on documents.
- Plan work for end-users and instruct end-users on job techniques.
- Understand required document markings and the proper handling of documentation.
- Maintain working knowledge of classification, declassification, and FOIA exemption categories.
- Recognize actual and possible nuclear weapons and intelligence information in all types of documents.
- Apply appropriate review guidance and records management techniques to ensure the integrity of reviewed material.
- Conduct and teach modules pertaining to the key job duties during new analyst training.
- Leverage professional experience such as intelligence, military, operational security, or foreign affairs training while executing job responsibilities.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **INFORMATION SECURITY ANALYST**

The Information Security Analyst will perform the following tasks:

- Manage, implement, and monitor the strategic security monitoring and operation program.
- Ensure confidentiality, integrity, and availability of information owned, controlled or processed by the organization.
- Perform analysis of security logs in an attempt to detect unauthorized access.
- Use vulnerability assessment data to pinpoint potential points of attack.
- Document security incidents detected on the network and execute incident response process when a security incident has been identified.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience and a Security+ certification or equivalent.

### **INFORMATION SECURITY ANALYST, SENIOR**

The Information Security Analyst, Senior will perform the following tasks:

- Perform all functions of a Information Security Analyst (see Information Security Analyst position description).
- Establish and satisfy complex system wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands.
- Participate in the creation, modification, and maintenance of all policies and procedures.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience and a CISSP certification or equivalent.

### **INSTALLATION DESIGN ENGINEER**

The Installation Design Engineer will perform the following tasks:

- Install, plan, and oversee the implementation of moderately complex systems level design concepts and equipment. Systems include integration of software, hardware, networks, subsystems, peripheral components, and interfaces.
- Participate in specification development, implementation, testing, and documenting of engineering systems and equipment.

- Assess moderately complex system problems and investigate, develop, appraise, select, and present solutions.
- Verify technical designs to ensure cost effectiveness.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **INSTALLATION MANAGER**

The Installation Manager will perform the following tasks:

- Perform all functions of a Installation Design Engineer (see Installation Design Engineer position description).
- Supervise teams of installers who are responsible for installing, servicing, and repairing structures and major components.
- Ensure adherence to contract specifications and established policies and procedures.
- Manage and oversee the entire installation process while providing input and guidance needed to successfully complete the task.

*Minimum Education and Experience:* Bachelor's Degree with 6 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **INSTRUCTIONAL SYSTEMS DESIGNER**

The Instructional Systems Designer will perform the following tasks:

- Develop material and conduct client needs assessments.
- Create content, media, and/or technology analysis.
- Develop training plans, course flows, assessment plans, and testing strategies.
- Develop course content (lesson plans, storyboards, and graphic ideas).
- Develop course in the client's web-based authoring tool.
- Interface with subject matter experts for course content and relevancy of material.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **INSTRUCTIONAL SYSTEMS DESIGNER, SENIOR**

The Instructional Systems Designer, Senior will perform the following tasks:

- Perform all functions of an Instructional Systems Designer (see Instructional Systems Designer position description).
- Support the efforts of the principal training teams to develop and oversee all comprehensive training plans.
- Identify needs and help expand departmental and organizational knowledge and skills related to interactive instructional strategies and technology.
- Evaluate the effectiveness of learning programs through the monitoring of course performance against evaluation targets. Implement improvements as needed to meet targets.

*Minimum Education and Experience:* Bachelor's Degree with 6 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **INTEGRATED LOGISTICS SPECIALIST**

The Integrated Logistics Specialist will perform the following tasks:

- Ensure that inventories and location surveys are performed in accordance with established procedures.
- Instruct warehouse personnel in loading, unloading, segregation, dunnage, pelletizing, and selection of stock and storage areas.
- Perform property disposal storage functions and maintain accounting records for property disposal activity.
- Ensure application of special procedures for handling, storing, packaging, and shipping retrograde material.
- Retrieve and analyze history and activity files pertinent to system rejected documents.
- Review requests for major and controlled items.
- Process data inquiry and manager referred listings and cards.

- Manage controlled, critical, and reserve stocks and operational readiness floats.

*Minimum Education and Experience:* High School Diploma with 2 years of experience

### **INTEGRATED LOGISTICS SPECIALIST ENGINEER**

The Integrated Logistics Specialist Engineer will perform the following tasks:

- Ensure client project risk areas (cost, schedule, or performance) are appropriately identified and assess suitability of the proposed risk management approach.
- Evaluate acquisition and programmatic strategies to ensure sound acquisition practices are employed.
- Develop recommendations for corrective actions when program activity warrants correction.
- Develop and deliver briefings as required to provide the results of any analysis performed.
- Maintain cognizance of future programs, areas of interest, and emerging requirements in support of mission partner interests.
- Assist requirements personnel to ensure requirements are properly articulated and prioritized, appropriate technologies are considered, and cost estimates are comprehensive and realistic.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **INTEGRATED LOGISTICS SPECIALIST, SENIOR**

The Integrated Logistics Specialist, Senior will perform the following tasks:

- Perform all functions of an Integrated Logistics Specialist (see Integrated Logistics Specialist position description).
- Reconcile activity records for monthly and quarterly reporting and status reviews.
- Perform financial management functions.
- Prepare reports on labor and equipment, available storage space, and relocation of material.
- Work closely with engineering personnel to ensure ILS principles are incorporated into equipment design.
- May provide Product Support Management (PSM) support to include the development and management of warranty programs, technical refresh strategies, field service resources/plans, operation and maintenance training plans, asset management processes, and failure reporting processes.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **INTEGRATION & TEST ENGINEER**

The Integration & Test Engineer will perform the following tasks:

- Build, test, and deploy software components at both unit and system level.
- Troubleshoot problems to isolate defects at the source code level.
- Interact with development teams to implement and deploy solutions.
- Support system configuration requirements to include test equipment, hardware components, and cabling.
- Develop test plans, cases, and procedures.
- Work to design, implement, and evaluate system test and evaluation criteria and procedures to ensure compliance.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **LOGISTICIAN I\*\* – DOL CATEGORY 21130**

The Logistician I will perform the following tasks:

- Perform clerical and physical tasks in connection with shipping and receiving goods.
- Follow established guidelines for routine tasks and receive specific guidance from supervisor or other officials for non-routine tasks.
- May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

- Verify orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insure shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and prepare and keep records of goods shipped.
- Verify the accuracy of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, check for damaged goods, insure goods are appropriately identified for routing to departments within the establishment, and prepare and keep records of goods received.

*Minimum Education and Experience:* High School Diploma with 1 year of experience

### **LOGISTICIAN II\*\* – DOL CATEGORY 21150**

The Logistician II will perform the following tasks:

- Perform all functions of a Logistician I (see Logistician I position description).
- Receive, store, and issue equipment, materials, supplies, merchandise, foodstuffs, or tools, and compile stock records of items in stockroom, warehouse or storage yard.
- Sort or weigh incoming articles to verify receipt of items on requisition or invoice, examine stock to verify conformance to specifications, store articles in bins, on floor or on shelves, according to style, size or type of material.
- Fill orders or issue supplies from stock, prepare periodic, special or perpetual inventory of stock, and requisition articles to fill incoming orders.
- Compile reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments.
- May mark identifying codes, figures, or letters on articles.
- May distribute stock among production workers, keep records of material issued, and make adjustments or repairs to articles carried in stock; and may cut stock to site to fill order.

*Minimum Education and Experience:* High School Diploma with 3 years of experience

### **LOGISTICIAN III**

The Logistician III will perform the following tasks:

- Perform all functions of a Logistician II (see Logistician II position description).
- Resolve logistics problems and compile data on standardization and interchangeability of parts to expedite logistic activities.
- Perform analysis and prepare reports in order to ensure that contracts are within negotiated and agreed-upon parameters and government cost control guidelines.
- Perform schedule risk assessments to identify and mitigate program cost and scheduling risks.

*Minimum Education and Experience:* High School Diploma with 5 years of experience

### **LOGISTICS ANALYST**

The Logistics Analyst will perform the following tasks:

- Partner with teams to establish logistics process improvement with a focus on scale, efficiency, and automation.
- Develop, build, and maintain reports and dashboards that contain actionable metrics to monitor the performance of operations.
- Maintain data integrity across multiple systems and identify and resolve inconsistencies.
- Liaise with cross-functional teams to determine best practices and ensure end-to-end process and tool consistency.
- Work with internal business groups to acquire a deep understanding of processes and operations.
- Work closely with Developers to understand data structures, data sources, and systematic processes during system development.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **LOGISTICS ANALYST, SENIOR**

The Logistics Analyst, Senior will perform the following tasks:

- Perform all functions of a Logistics Analyst (see Logistics Analyst position description).
- Lead sessions to identify process inefficiencies and gather business requirements.
- Manage project initiation, deployment, and post production support.
- Partner with development teams to manage deliverables, testing and validation, roll-out and training, and triage/resolution of issues.
- Prepare and implement logistics plans, staffing plans, and procedures for small projects.
- Assign tasks to logistics personnel and ensure conformance to budget and schedule.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **LOGISTICS MANAGER**

The Logistics Manager will perform the following tasks:

- Perform all functions of a Logistics Analyst (see Logistics Analyst position description).
- Review and approve agreements for logistics services.
- Resolve disputes/claims from logistics providers.
- Seek appropriate counsel from procurement & materials management as required to meet complex project issues.
- Effectively supervise the logistics team on a daily basis.

*Minimum Education and Experience:* Bachelor's Degree with 6 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **LOGISTICS SPECIALIST**

The Logistics Specialist will perform the following tasks:

- Provide recommendations for general office equipment repair and return, bench stock replenishment, special transportation, supply to industrial elements, and other related logistics support.
- Assist in matters involving movement of equipment and supplies between multiple locations to include transport to worldwide locations.
- Assist in shipping and handling of US Government property, including packing and unpacking of boxes, working with courier and shipping companies for the delivery of property, and maintaining package tracking numbers.
- Provide liaison support and assist in developing partnerships with other offices, agencies, and organizations who support logistics activities.
- Work closely with customers and senior management to improve property accountability and overall logistics support.
- Assist in preparation of necessary guidance, clarification, and reports.

*Minimum Education and Experience:* High School Diploma with 2 years of experience.

### **LOGISTICS SPECIALIST, SENIOR**

The Logistics Specialist, Senior will perform the following tasks:

- Perform all functions of a Logistics Specialist (see Logistics Specialist position description).
- Identify deficiencies in support planning and performance, make recommendations for resolution, and coordinate the activities necessary to better achieve mission support goals.
- Coordinate logistical program requirements support with other functional areas.
- Track and report Purchase Requests in coordination with the COR and Budget Analyst.
- Track and report the status of shipments of approved Purchase Requests.
- Act as a liaison between the vendor and the government Logistics Specialist.

*Minimum Education and Experience:* High School Diploma with 4 years of experience

### **MAINTENANCE MECHANIC I\*\* – DOL CATEGORY 23530**

The Maintenance Mechanic I will perform the following tasks:

- Repair machinery or mechanical equipment.
- Examine machines and mechanical equipment to diagnose source of trouble.
- Dismantle or partly dismantle machines and perform repairs that involve the use of hand tools to scrape and fit parts.
- Replace broken or defective parts with items obtained from stock and order the production of a replacement part by a machine shop or send the machine to a machine shop for major repairs.
- Prepare written specifications for major repairs or for the production of parts ordered from machine shops.
- Reassemble machines and make all necessary adjustments for operation.
- Requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

*Minimum Education and Experience:* High School Diploma with 1 year of experience

### **MAINTENANCE MECHANIC II\*\* – DOL CATEGORY 23530**

The Maintenance Mechanic II will perform the following tasks:

- Perform all functions of a Maintenance Mechanic I (see Maintenance Mechanic I position description).
- Perform assignments that are not completely standardized or prescribed. Select or adapt standard procedures, receive initial instructions, equipment requirements, and advice from supervisor as needed, and perform recurring work independently.
- May direct and coordinate the activities of lower level Maintenance Mechanics engaged in machinery or mechanical equipment repair.

*Minimum Education and Experience:* High School Diploma with 3 years of experience

### **MANAGEMENT ANALYST**

The Management Analyst will perform the following tasks:

- Conduct, lead, coordinate, and/or oversee evaluations of existing and proposed organizational structures and delegations of authority.
- Prepare recommendations on office, division, and team structure to the appropriate management officials, and develop implementation plans.
- Lead national evaluations of existing and proposed directives.
- Provide advisory services to top management on suitable directives options.
- Support all aspects of risk management and facilitate the identification, reporting, and monitoring of risks throughout the organization.
- Develop methodologies for the assessment of risks and solutions for creating systems to monitor progress.
- Evaluate and track progress and performance of the organization and engage the organization in actions to contribute toward strategic goals.
- Conduct, formulate, initiate, coordinate, and lead agency or inter-office programs and special Departmental studies.
- Plan, develop, and establish the scope, strategy, emphasis areas, and approaches, as well as the data collection mechanisms to be employed.
- Perform in-depth analysis, develop alternatives and solutions, make presentations to present and defend alternatives, and oversee implementation of study findings.

*Minimum Education and Experience:* High School Diploma with 4 years of experience.

### **MANAGER, SENIOR**

The Manager, Senior will perform the following tasks:

- Work directly with customers as a program liaison and ensure deliverables meet requirements and schedule.
- Ensure project leads are properly resourced with technical staff.
- Forecast and track program cost, schedule, and performance metrics.
- Assess risks and lead mitigation activities.

- Assume ultimate responsibility for program success in software development and delivery.
- Evaluate business processes, anticipate requirements, uncover areas for improvement, and develop and implement solutions.
- Lead ongoing reviews of business processes and develop optimization strategies.
- Conduct meetings and presentations to share ideas and findings.
- Perform requirements analysis; document and communicate results.
- Effectively communicate plans to cross-functional team members and management.

*Minimum Education and Experience:* High School Diploma with 6 years of experience

### **MATERIAL COORDINATOR\*\* – DOL CATEGORY 21030**

The Material Coordinator will perform the following tasks:

- Coordinate and expedite flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities.
- Review production schedules and confer with department supervisors to determine material required or overdue and to locate material.
- Requisition material and establish delivery sequences to departments according to job order priorities and anticipated availability of material.
- Arrange for transfer of materials to meet production and/or repair and assembly schedules.
- May monitor and control movement of material and parts along conveyor system, using remote-control panel board, and compute amount of material needed for specific job orders.
- Compile report of quantity and type of material on hand.
- Move or transport material from one department to another using hand or industrial truck.
- May compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.

*Minimum Education and Experience:* High School Diploma with 1 year of experience

### **MECHANICAL ENGINEER**

The Mechanical Engineer will perform the following tasks:

- Interpret drawings, technical specifications, and develop test procedures.
- Demonstrate mechanical design experience including component design of steel and aluminum parts and structures, 3D modeling, and reverse engineering of existing installation platforms.
- Demonstrate proficiency in parametric solid modeling programs.
- Demonstrate proficiency in structural analyses utilizing knowledge in statics, dynamics, vibration, and strengths of materials.
- Knowledge of general manufacturing processes including machining, welding, and sheet metal work.
- Field testing and equipment installation experience in an industrial environment.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **MECHANICAL ENGINEER, SENIOR**

The Mechanical Engineer, Senior will perform the following tasks:

- Perform all functions of a Mechanical Engineer (see Mechanical Engineer position description).
- Possess broad knowledge of industry practices, standards and technology areas and assist with solving complex problems in an engineering discipline.
- Develop strategic and implementation plans.
- Contribute to system architecture and design including software, hardware, communications and interface requirements.
- Support test programs and analyze testing.

- Perform analysis of requirements and components and perform audits to ensure intended functionality and performance is achieved.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **MISSION ASSURANCE & SAFETY MANAGER**

The Mission Assurance & Safety Manager will perform the following tasks:

- Monitor and measure electrical safety management program elements.
- Report electrical safety management performance results to senior management.
- Review, develop, and modify electrical safety specifications for internal operations, subcontractors, and provide input on bid decisions, proposal development, and estimates (scope, constraints, schedules, budgets) for integration and compliance with safety requirements.
- Mentor subordinate electrical safety professionals and cross train with other safety professionals; communicate multiple code/standards interpretation to field level personnel.
- Remain current with all regulatory, operational, and technical matters relative to electrical safety management.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **MULTIMEDIA PRODUCTION SPECIALIST\*\* – DOL CATEGORY 13063**

The Multimedia Production Specialist will perform the following tasks:

- Adapt 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).
- Manage the planning, development, and production of multimedia assets to be used across a wide array of mediums, applications, and platforms.
- Maintain and update the corporate and internal websites. Coordinate the process for and initiate content development, content updates, and maintenance of a brand-consistent web presence.
- May work with marketing team and/or third-party vendors to execute a visually appealing, brand-focused web experience across the entire domain.
- Design and develop advertising/educational materials, brochures, catalogs, posters, signs, tradeshow and event materials, direct mail, and develop promotional and corresponding materials.

*Minimum Education and Experience:* High School Diploma with 2 years of experience

### **NETWORK ADMINISTRATOR**

The Network Administrator will perform the following tasks:

- Serve as the information technology point of contact for efficient use of the organizations network and ensure the design of the organization's computer sites fit together and work properly.
- Installation, design, and support of the LAN, WAN, network segment, Internet, and Intranet systems.
- Provide day-to-day administrative support for software users in a variety of work environments.
- Maintain network hardware and software, analyze problems, and monitor network operations to ensure availability to system users while planning, coordinating, and implementing network security measures.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **NETWORK ARCHITECT**

The Network Architect will perform the following tasks:

- Maintain smooth operation of multi-user computer systems, including coordination with network administrators.
- Set up administrator and service accounts, maintain system documentation for cloud infrastructure and tenant inventory, tune system performance, install system wide software, and allocate mass storage space.
- Build tools that automate and streamline processes to make operations more efficient.
- Respond to large-scale events involving instantiation of virtual resources.

- Diagnose and fix critical software and system failures.
- Propose, drive, and implement technical solutions for automation, efficiency, and scalability.
- Perform analysis and present periodic reviews of operational performance of cloud to leadership.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **NETWORK ENGINEER**

The Network Engineer will perform the following tasks:

- Establish network information requirements using analysis of Network Engineers in developing of enterprise-wide or large-scale networking infrastructure (CAN, MAN, WAN).
- Design architecture to include software, hardware, and communications to support total requirements; provide for present and future cross-functional requirements and interfaces.
- Ensure network systems are compatible and compliant with standards for open systems architectures.
- Engineer and implement solutions for projects based on customer Change Requests.
- Serve as the technical representative for assigned projects.
- Provide recommendations on newly submitted actions items.
- Coordinate issues with the appropriate owners/organizations.
- Complete requirements using interviews, document analysis, surveys, site visits, scenarios, business analysis, and test/workflow analysis.
- Perform requirement analysis and verification, ensuring requirement statements are complete, consistent, concise, comprehensible, traceable, feasible, unambiguous, and conform to standards.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **NETWORK ENGINEER, SENIOR**

The Network Engineer, Senior will perform the following tasks:

- Perform all functions of a Network Engineer (see Network Engineer position description).
- Decompose high-level business and user requirements into functional requirements.
- Represent requirements using alternative views, such as analysis models (diagrams).
- Manage requirements traceability information and track requirements status throughout the review process.
- Prepare complex consultation, support, and guidance to organizations and clients.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **NETWORK SUPPORT SPECIALIST**

The Network Support Specialist will perform the following tasks:

- Provide technical and operation support in the installation of network, LANs/WANs, and telecommunications equipment and systems.
- Provide technical support to end-users and maintain overall functionality of other networks.
- Activate/deactivate network lines according to established schedules.
- Interface with users and/or network vendors.
- Test and analyze elements of network facilities (power, communication machinery, software lines, modems, and terminals).
- Monitor systems and advise senior members of network staff of network failures or degradation and assist in arranging for corrective actions plans.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **PRACTICING ENGINEER I**

The Practicing Engineer I will perform the following tasks:

- Build, test, and deploy enhancements to existing software and infrastructure.
- Work closely with domain teams on a variety of new and existing projects.
- Ensure the highest levels of availability, performance, and security for all production deployments.
- Administrate, monitor, and perform troubleshooting of all facets of production systems.
- Learn and practice engineering best practices.
- Run deployment software to put code on production.
- Participate in application level technical design.

*Minimum Education and Experience:* Bachelor's Degree with 2 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

## **PRACTICING ENGINEER II**

The Practicing Engineer II will perform the following tasks:

- Perform all functions of a Practicing Engineer I (see Practicing Engineer I position description).
- Plan and estimate development tasks and short-term projects.
- Provide technical guidance and feedback to other team members.
- Provide evaluations and/or recommendations for end of life/ end of support replacement components.

*Minimum Education and Experience:* Bachelor's Degree with 4 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

## **PRACTICING ENGINEER III**

The Practicing Engineer III will perform the following tasks:

- Perform all functions of a Practicing Engineer II (see Practicing Engineer II position description).
- Initiate and conduct Analysis of Alternatives for hardware or software components.
- Oversee the manufacturing process.

*Minimum Education and Experience:* Bachelor's Degree with 6 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

## **PRACTICING ENGINEER IV, SENIOR**

The Practicing Engineer IV, Senior will perform the following tasks:

- Perform all functions of a Practicing Engineer III (see Practicing Engineer III position description).
- Draft, review, and document analysis of alternatives.
- Supervise practicing engineers.

*Minimum Education and Experience:* Bachelor's Degree with 8 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

## **PROGRAM MANAGER**

The Program Manager will perform the following tasks:

- Manage program to ensure implementation and prescribed activities are carried out in accordance with specified objectives.
- Direct and coordinate program activities for specific functions or phases of programs.
- Select personnel according to knowledge and experience in specific program areas, such as social or public welfare, education, economics, or public relations.
- Confer with staff to explain the program and individual responsibilities for functions and phases of the program.
- Direct and coordinate, personally or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of the program.
- Review reports and records of activities to ensure specified program objectives are met; modify or change methodology as required to redirect activities and attain objectives.
- Prepare program reports for superiors.
- Control expenditures in accordance with budget allocations.

*Minimum Education and Experience:* Bachelor's Degree with 5 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **PROGRAMMER, SENIOR**

The Programmer, Senior will perform the following tasks:

- Write programs for data preparation, standard analysis file creation, statistical analysis, and reporting, including programs requiring complex combination of data from multiple sources.
- Lead teams to create, modify and test the codes for business applications and ERP solutions.
- Assist software developers by analyzing user needs and designing software solutions.
- Devise and carry out detailed testing plans to verify the proper operation of the systems and to validate the resulting datasets, analyses, and reports.
- Test software programs to ensure requirements are met.
- Correct errors by making appropriate changes and rechecking the program to ensure that the desired results are produced.
- Provide programming expertise and standards for team.

*Minimum Education and Experience:* Bachelor's Degree with 5 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

### **PROJECT ANALYST**

The Project Analyst will perform the following tasks:

- Perform cost/benefit analysis, quality control, critical path events, and project tracking.
- Develop and manage document management system for all project related documentation.
- Assist in performing various administrative and support duties to help with filing and tracking deliverables and documents written.
- Assist in writing and editing of project manager mandated deliverables.
- Establish and maintain a process for evaluating project deliverables and associated documentation.
- Ensures project deadlines are met and deliverables are received.

*Minimum Education and Experience:* High School Diploma with 3 years of experience

### **PROJECT COORDINATOR**

The Project Coordinator will perform the following tasks:

- Coordinate duties assigned to the security, loss prevention, and safety function including staff management, general administration, facility access control, and life/safety responsibilities of the department.
- Operate security and access control systems.
- Process requests for access from staff, visitors, and contractors.
- Schedule security coverage, as necessary. Arrange schedules and regulate the flow of work within or between organizational units or businesses.
- Maintain departmental training records.
- Serve as the senior security representative after hours and on weekends.
- Ensure the Security Department is properly staffed.
- Prepare detailed support documents for high-level customer meetings.
- Prepare reports by collecting and analyzing information.

*Minimum Education and Experience:* High School Diploma with 2 years of experience

### **PROJECT COORDINATOR, SENIOR**

The Project Coordinator, Senior will perform the following tasks:

- Perform all functions of a Project Coordinator (see Project Coordinator position description).
- Conduct briefings with contract security personnel.
- Confer with supervisors to determine progress of work and to provide information on changes in processing methods.

- Develop cost benefit analysis, design life cycle cost estimates and scopes of work, and conduct technical and feasibility studies.
- Perform peer review of plans, specification, and technical reports prepared by others.
- Identify alternatives for meeting current and anticipated project requirements and advise on how to meet project needs. Recommend the most viable options and develop action plans and strategies to implement approved options.

*Minimum Education and Experience:* High School Diploma with 4 years of experience

### **PROJECT MANAGER**

The Project Manager will perform the following tasks:

- Provide technical support in support of various projects and review and evaluate ongoing and completed project management.
- Develop project management plans, as necessary, and adhere to established policies and procedures to execute the project.
- Determine project schedules and develop plans to track and justify schedules; coordinate schedules and system management activities.
- Manage project from design through completion; coordinate and provide system training.
- Attend technical meetings to provide task status briefings and reports.
- Conduct or provide technical support to project assessments.
- Develop plans for correction/improvement and provide plans to customers and staff to ensure implementation.
- Develop strategies to optimize the organizational task performance, ensure efficiency, and achieve a high-level of customer satisfaction.

*Minimum Education and Experience:* Associate's Degree with 3 years of experience. As Associate's Degree may be substituted for an additional 2 years of experience.

### **QUALITY ASSURANCE SPECIALIST**

The Quality Assurance Specialist will perform the following tasks:

- Review contracts and technical data packages to identify the specification requirements which must be met.
- Perform risk assessments and analyses and assign risk ratings to quality systems and key processes.
- Accept products/technical services and authorize delivery predicated on conformance to contract technical and quality requirements.
- Review/analyze contractor/vendor Quality Assurance data and adjust receiving process/product audits accordingly.
- Track and evaluate supplier responses; close Corrective Action Requests (CAR) when resolved.

*Minimum Education and Experience:* High School Diploma with 2 years of experience

### **QUALITY CONTROL ENGINEER**

The Quality Control Engineer will perform the following tasks:

- Apprise management of significant occurrences and trends that impact quality of product or operations.
- Administer corrective action requests and customer complaints.
- Review requirements, specifications, and technical design documents to provide timely and meaningful feedback.
- Create detailed, comprehensive, and well-structured test plans and test cases.
- Estimate, prioritize, plan, and coordinate testing activities.
- Identify, record, document, and track deficiencies.
- Develop and apply testing processes to meet client needs.
- Coordinate with internal teams (e.g., developers and product managers) to identify system requirements.
- Track quality assurance metrics.

*Minimum Education and Experience:* Associate's Degree with 2 years of experience. An Associate's Degree may be substituted for an additional 2 years of experience.

## **QUALITY CONTROL SPECIALIST**

The Quality Control Specialist will perform the following tasks:

- Coach and develop Quality team members to meet performance and development objectives.
- Administer/monitor Quality metrics to identify opportunities and drive continuous improvement.
- Ensure a high-level of internal and external customer service; investigate and correct customer issues and complaints relating to quality.
- Develop systematic methods to assure quality with customer related feedback.
- Analyze facts, data, or circumstances surrounding individual problems to determine root cause and what action should be taken within the limits of standard practices.

*Minimum Education and Experience:* High School Diploma with 2 years of experience

## **RELIABILITY ENGINEER**

The Reliability Engineer will perform the following tasks:

- Develop design requirements and criteria for system performance, including testing methods, production costs, quality standards, and completion dates.
- Review and analyze proposed experimental, environmental, operational, and stress tests on models and prototypes of equipment.
- Evaluate product data and design from inspections and reports for conformance to engineering principles, customer requirements, and quality standards.
- Collaborate with engineering and manufacturing functions to ensure quality standards are in place. Devise and implement methods and procedures for inspecting, testing and evaluating the precision and accuracy of products and production equipment.
- Analyze inspection and testing processes, mechanisms and equipment; conduct quality assurance tests; and perform statistical analysis to assess the cost of and determine the responsibility for, products or materials that do not meet required standards and specifications.
- Formulate mathematical models or other methods of computer analysis to develop, evaluate, or modify design according to customer engineering requirements.
- Review performance reports and documentation from customers and field engineers, and inspect malfunctioning or damaged products to determine problem.
- Perform risk assessments and generate risk mitigation plans and strategies using Risk Management methodology and procedures to identify, evaluate, and mitigate Mission Assurance.

*Minimum Education and Experience:* Bachelor's Degree with 3 years of experience. A Bachelor's Degree may be substituted for an additional 2 years of experience.

## **SCHEDULER/PLANNER**

The Scheduler/Planner will perform the following tasks:

- Demonstrate success and problem-solving skills in supply chain, business management, operations, logistics, engineering, or program management.
- Utilize Enterprise Resource Planning tools such as Cost Point, SharePoint, SAP, and Oracle.
- Procure and identify qualified vendors, perform market research, and obtaining multiple quotes.
- Manage complex supplier specifications, drawings, SOWs, and supplier issue resolutions.
- Work multiple issues in parallel to expedite the process; call vendors to check progress, place orders, receive orders.
- Follow procurement standards, procedures, and regulations per Federal Acquisition Regulations.

*Minimum Education and Experience:* High School Diploma with 3 years of experience

## **SECURITY ENGINEER**

The Security Engineer will perform the following tasks:

- Provide support services that will enhance and expand the ability to securely build custom software applications.

- Utilize knowledge of multiple technical disciplines, unique applications, and business management practices to develop technical and/or business solutions to client problems.
- Assist clients to plan and develop goals and objectives. Support client objectives while conforming to the client's operating practices.
- Formulate and define system scope and objectives through research and fact-finding to develop or modify moderately complex information systems.
- Exercise analytical techniques when gathering information from users, defining work problems, designing a system of computer programs, and developing procedures to resolve the problems.
- Prepare detailed specifications from which programs will be written. Develop and modify complex systems and develop subsystems to enhance the overall operational system. Analyze and revise existing system logic difficulties and documentation as necessary.
- Analyze methods of approach. Review task proposal requirements, gather information, analyze data, prepare project synopses, compare alternatives, prepare specifications for programs, resolve processing problems, coordinate work with programmers, and orient users to new systems.

*Minimum Education and Experience:* Associate's Degree with 2 years of experience. An Associate's Degree may be substituted for an additional 2 years of experience or Security+ certification or equivalent.

### **SECURITY ENGINEER, SENIOR**

The Security Engineer, Senior will perform the following tasks:

- Perform all functions of a Security Engineer (see Security Engineer position description).
- Conduct architecture security reviews, application testing, and penetration testing modeled after real world attackers (i.e., exploit and pivot).
- Work multi-functionally with teams providing security consulting services and driving new security initiatives.
- Provide clear and detailed risk assessment and remediation guidelines for developers and customers.
- Report underlying security issues and propose enhanced security protections.
- Research using the latest best practices - trends, threats and vulnerabilities, and technology frameworks.

*Minimum Education and Experience:* Associate's Degree with 4 years of experience. An Associate's Degree may be substituted for an additional 2 years of experience or CISSP certification or equivalent.

### **SECURITY SYSTEMS ANALYST**

The Security Systems Analyst will perform the following tasks:

- Understand and articulate risks associated with technology processes and IT general controls; identify process and control gaps.
- Liaise across relevant business, technology, and control functions to prioritize risks, challenge technology risk decisions, assumptions and tolerances, and drive appropriate risk response.
- Provide support for the various internal and external audits that affect Information Security to ensure response timely.
- Contribute to the establishment of metrics and tools to assess and report on inherent risks, control strength, and residual risk in a consistent and objective manner.
- Perform testing activities within Information Security to validate the effectiveness, design, and implementation of controls; work with control owners to identify compensating controls to document mitigation and remediation.
- Perform Controls Lifecycle Management to include conducting of controls reviews and system security plan updates and maintenance.
- Assist with the development and validation of remediation plans for technology deficiencies by providing effective challenge.
- Monitor internal and external business, regulatory, and technology environments to identify new or emerging risks and verify remediation of issues.
- Coordinate with enterprise risk management function for appropriate impact analysis.

*Minimum Education and Experience:* Associate's Degree with 2 years of experience. An Associate's Degree may be substituted for an additional 4 years of experience and CISSP certification or equivalent.

## **SOFTWARE SYSTEMS ENGINEER**

The Software Systems Engineer will perform the following tasks:

- Work within various software development and integration environments.
- May serve as a technical team or task leader; participate in special projects as required.
- Create and utilize test automation framework and automate functional tests.
- Understand and adapt to sprint timelines in an independent role and maintain the flexibility of performance in a large collaborative environment.
- Use a variety of automation tools in provisioning, installation, configuration, and monitoring system architecture design.
- Support the Engineering team to develop new products and custom systems. Perform qualification testing of new products.
- Manage, develop, integrate, and test custom systems for customers.
- Travel to install systems and provide training as needed.
- Develop test and measurement processes for product applications.
- Write System Technical Manuals and White Papers.
- Provide technical sales support and interface with customers as needed.

*Minimum Education and Experience:* Associate's Degree with 4 years of experience. An Associate's Degree may be substituted for an additional 2 years of experience.

## **SOFTWARE SYSTEMS ENGINEER, SENIOR**

The Software Systems Engineer, Senior will perform the following tasks:

- Perform all functions of a Software Systems Engineer (see Software Systems Engineer position description).
- Design, code, test and debug moderately complex software while developing new, and enhancing existing functionality.
- Work from specifications in an iterative and incremental development environment.
- May develop detailed specifications from which applications will be written, designed, coded, tested, and debugged.

*Minimum Education and Experience:* Associate's Degree with 6 years of experience. An Associate's Degree may be substituted for an additional 2 years of experience.

## **SOFTWARE TEST ENGINEER**

The Software Test Engineer will perform the following tasks:

- Provide system administrative services to install, configure, and troubleshoot hardware and software on domain controllers, applications, and network services servers to build and maintain test environments and systems.
- Conduct testing of network and computing systems to ensure software products are compatible with system configurations; ensure operability, efficiency, and compliance with existing standards and Information Assurance requirements.
- Perform testing manually or with the use of automated tools.
- Execute regression, functional, and system testing; carry out overall tests and provide documentation of test results.
- Generate Trouble Reports to configuration management as necessary.
- Provide timely engineering support to solve customer technical support issues.
- Analyze, document, and submit test results for review and approval.
- Report effort and status of assigned test engineering efforts to the Technical Test Lead on a daily basis.
- Utilize test methods and techniques to ensure the timely development test of assigned products.

*Minimum Education and Experience:* Associate's Degree with 3 years of experience. An Associate's Degree may be substituted for an additional 2 years of experience.

## **SUBJECT MATTER EXPERT**

The Subject Matter Expert will perform the following tasks:

- Expertise in a discipline such as, but not limited to, Engineering, Logistics, Project Management, Accounting, Computers, and Training.
- Understand, articulate, and implement best practices related to the area of expertise.

- Lead or be an active participant of work groups with the need for specialized knowledge.
  - Provide guidance on how the area of capability can resolve an organizational need.
  - Perform a variety of functions on a wide range of Information Management (IM) and Information Technology (IT) issues.
  - Provide advice and recommendations on IM and IT project management.
  - Interpret and apply IM and IT policies, processes, and guidelines.
  - Conducts analysis and recommend resolution to problems and issues; prepare and present reports.
  - Plan and execute complex assignments and develop new project management methods, approaches, and procedures.
- Minimum Education and Experience:* Associate's Degree with 7 years of experience. An Associate's Degree may be substituted for an additional 2 years of experience.

### **SUBJECT MATTER EXPERT, SENIOR**

The Subject Matter Expert, Senior will perform the following tasks:

- Perform all functions of a Software Systems Engineer (see Software Systems Engineer position description).
- Plan and perform high-level engineering analysis, evaluation, design, integration, documentation, and implementation of complex solutions that require a thorough knowledge of higher mathematics, scientific, and technical skills.
- Serve as a senior advisor to customer's executive management team in a variety of capacities.
- Provide advice and expertise in competitive sourcing, outsourcing methods, conducting value chain analysis, strategic planning and process improvement methods, change enablement and management, site selection, and consolidation of operations.

*Minimum Education and Experience:* Associate's Degree with 9 years of experience. An Associate's Degree may be substituted for an additional 2 years of experience.

### **SYSTEMS ADMINISTRATOR**

The Systems Administrator will perform the following tasks:

- Monitor, modify, manage, and maintain the network infrastructure of production and test servers and services.
- Troubleshoot issues to resolution when necessary.
- Manage daily and project work. Multitask and lead project teams when appropriate.
- Maintain data integrity and security. Routinely audit and resolve issues.
- Manage ISP, network, and telecom support vendors.
- Provide off-hours coverage.
- Research, evaluate, recommend, plan, and implement solutions to enhance services.
- Participate in professional development and training opportunities.

*Minimum Education and Experience:* Associate's Degree with 2 years of experience. An Associate's Degree may be substituted for an additional 2 years of experience.

### **SYSTEMS ADMINISTRATOR, SENIOR**

The Systems Administrator, Senior will perform the following tasks:

- Perform all functions of a Systems Administrator (see Systems Administrator position description).
- Enforce and develop Information Technology policies.
- Create/maintain documentation of services and components.
- Assist with budget and strategic planning.
- Provide analysis related to the design, development, and integration of hardware, software, interfaces, and all system level requirements.
- Develop integrated system test requirements, strategies, devices, and systems.
- Participate in the design and implementation of virtual, web, and cloud infrastructure.
- Provide system administration support for customer operating systems which includes software installation, configuration and problem resolution.

*Minimum Education and Experience:* Associate's Degree with 4 years of experience. An Associate's Degree may be substituted for an additional 2 years of experience.

### **SYSTEMS ARCHITECT**

The Systems Architect will perform the following tasks:

- Work with delivery managers and systems to create workflow diagrams.
- Develop and maintain system architectures, engineering plans, and documentation.
- Conduct System Overview with customer points of contact.
- Work with multi-discipline teams to evaluate interfaces and performance requirements of overall system.
- Provide engineering guidance and expertise.
- Conduct assessments, develop findings, and support technical reviews.
- Develop solutions to deploy applications and services in a cloud environment.

*Minimum Education and Experience:* Associate's Degree with 4 years of experience. An Associate's Degree may be substituted for an additional 2 years of experience.

### **SYSTEMS ENGINEER**

The Systems Engineer will perform the following tasks:

- Lead/coordinate quick turn-around special studies. Organize the study team, provide thought leadership, ensure quality of technical products and develop/deliver associated technical briefs and products.
- Apply knowledge of systems engineering in support of system definition, development, integration, verification methods, sustainment, modeling and simulation, Test and Evaluation, supportability efforts, and interoperability requirements across a wide range of hardware and software systems.
- Ensure all technical security systems deployed enterprise-wide are effectively set up within the corporate IT server environment; manage backups and the deployment of software upgrades and patches.
- Coordinate and analyze all system change requests to ensure proposed solution meets actual requirements and ensure minimal impact on production system.
- Assist the software/hardware test environment and assist in verifying resolution of bugs before implemented into production.

*Minimum Education and Experience:* Associate's Degree with 3 years of experience. An Associate's Degree may be substituted for an additional 2 years of experience.

### **SYSTEMS ENGINEER, SENIOR**

The Systems Engineer, Senior will perform the following tasks:

- Perform all functions of a Systems Engineer (see Systems Engineer position description).
- Maintain interface control during development and maintenance activities and integration and test planning.
- Provide technical direction for the definition and development of a system or subsystem and coordinate all appropriate engineering activities.
- Provide expert advice and support during the entire system life cycle. Identify and solve technical problems during all phases.
- Develop technical reports and documentation.

*Minimum Education and Experience:* Associate's Degree with 5 years of experience. An Associate's Degree may be substituted for an additional 2 years of experience.

### **TECHNICAL INSTRUCTOR\*\* - DOL CATEGORY 15090**

The Technical Instructor will perform the following tasks:

- Teach one or more short courses in a technical trade or craft.
- Prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented.
- Teach assigned topics in accordance with approved curriculum effectively utilizing all allotted time.

- Maintain proficiency in instructional techniques; incorporate current examples in the teaching process (e.g., develop clarification or real world examples of application related to the subject matter); and develop and maintain classroom techniques that reflect professionalism, good discipline and enhance teaching.
- Alternates teaching techniques to maintain high motivation and interest in the subject areas.
- Administer grades, record and critique examinations, and prepare and administer remedial assignments.
- Submit written recommendations for curriculum updates to ensure consistency with changes and innovations in the latest applicable publications or documents.

*Minimum Education and Experience:* High School Diploma with 2 years of experience

#### **TECHNICAL INSTRUCTOR/COURSE DEVELOPER\*\* - DOL CATEGORY 15095**

The Technical Instructor/Course Developer will perform the following tasks:

- Perform all functions of a Technical Instructor (see Technical Instructor position description).
- Primarily responsible for curriculum revision and maintenance.
- Use a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction.
- Creates graphics and integrate them into curriculum.
- The curriculum may be instructor based, computer-based, simulator based, interactive, or non-interactive.
- Teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses.
- Job duties may also include incorporation of the new curriculum in the teaching process, development and maintenance of classroom techniques that reflect professionalism and good discipline to enhance teaching, and development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas.
- While acting a testing officer, the conduct analysis of test(s) to determine the need for development or revision of test items.

*Minimum Education and Experience:* High School Diploma with 3 years of experience

#### **TECHNICAL LIBRARIAN\*\* – DOL CATEGORY 13058**

The Technical Librarian will perform the following tasks:

- Provide information service such as answering questions and assisting users with bibliographic tools.
- Perform routine cataloging of library materials according to system used, answer routine inquiries, and refer persons requiring professional assistance to Librarian.
- Verify bibliographic information on order requests, work or direct workers in maintenance of stacks.
- Work or direct workers with tasks such as ordering or receiving, card preparation activities, or limited loan or reserve desk operation.

*Minimum Education and Experience:* High School Diploma with 1 year of experience

#### **TECHNICAL WRITER I\*\* – DOL CATEGORY 30461**

The Technical Writer I will perform the following tasks:

- Write and edit technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication.
- Research and analyze available literature and verify copy with appropriate departments.
- May coordinate production and distribution of materials.
- Revise or write 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.
- Receive technical direction from supervisor or senior writer.
- Utilize notes, operating manuals, manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment.
- May access blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.

- Organize material and complete 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.
- May specialize in writing material regarding work methods and procedures.

*Minimum Education and Experience:* High School Diploma with 1 year of experience

### **TECHNICAL WRITER II\*\* – DOL CATEGORY 30462**

The Technical Writer II will perform the following tasks:

- Perform all functions of a Technical Writer I (see Technical Writer I position description).
- Revise or write mostly 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.
- Organize material and complete writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology.
- 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.
- Creates catalogs, drawings, and other data relative to operation, maintenance, and service.
- May have of blueprints, sketches, drawings, parts, mockups and product samples.
- Draft speeches, articles, and public or employee relations releases or specialize in writing material regarding work methods and procedures.

*Minimum Education and Experience:* High School Diploma with 3 years of experience

### **TECHNICAL WRITER III\*\* – DOL CATEGORY 30463**

The Technical Writer III will perform the following tasks:

- Perform all functions of a Technical Writer II (see Technical Writer II position description).
- Develop, write, and edit 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.
- Receive assignment from supervisor, observe production, developmental, and experimental activities to determine operating procedure and detail.
- Interview production and engineering personnel and read journals, reports, and other material to become familiar with product technologies and production methods.
- Review manufacturer and trade catalogs, drawings, and other data relative to operation, maintenance, and service of equipment.
- Study blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.
- Organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.
- Review published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding.
- May edit, standardize, or make changes to material prepared by other writers or plant personnel.
- May specialize in writing material regarding work methods and procedures.

*Minimum Education and Experience:* High School Diploma with 5 years of experience

### **TELECOMMUNICATIONS ENGINEERING SPECIALIST**

The Telecommunications Engineering Specialist will perform the following tasks:

- Convert customer requirements into a total systems solution that acknowledges technical, schedule, and cost constraints.
- Perform functional analysis, timeline analysis, cost estimation, trade studies, requirements allocation and interface definition.
- Provide staff and users with assistance solving computer related problems, such as malfunctions and program problems.
- Install, test, maintain, and monitor telecommunications programs and systems.
- Use object-oriented programming languages, as well as client/server applications, development processes, and multimedia and Internet technology.
- Coordinate and link the telecommunications systems within an organization to increase compatibility and information sharing.
- Expand or modify system to serve new purposes or improve workflow.
- Analyze and study complex system requirements.
- Design software tools and subsystems to support software reuse and domain analyses.
- Apply activity and data modeling, transaction flow analysis, internal control and risk analysis, .
- Develop and apply organization-wide information models to design and build integrated, shared telecommunications infrastructure that supports software and database management systems.

*Minimum Education and Experience:* Associate's Degree with 3 years of experience. An Associate's Degree may be substituted for an additional 2 years of experience.

### **TELECOMMUNICATIONS EQUIPMENT INSTALLER/REPAIRER\*\* – DOL CATEGORY 23931**

The Telecommunications Equipment Installer/Repairer will perform the following tasks:

- Install, remove, maintain, modify, troubleshoot, and repair 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.
- Run 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 Education and Experience:* High School Diploma with 1 year of experience

### **TELEPHONY ENGINEER**

The Telephony Engineer will perform the following tasks:

- Provide initial assessment of urgency and business impact on all support helpline calls and emails.
- Record internal and external client service requests, incidents, and change requests into system and communicate ticket ID to client for their follow-up.
- Perform initial troubleshooting to identify the root cause by eliminating step-by-step possible root causes of the incident.
- Follow standard procedures for proper escalation of unresolved issues to the appropriate internal teams.
- Maintain overall ownership of client's issue and service, ensuring that they receive resolution.
- Perform comprehensive root cause analysis and advise how to avoid such incidents in the future.
- Record incident resolution in system and communicate to all stakeholders.
- Research, diagnose, troubleshoot, and identify solutions to resolve customer issues.
- Document knowledge in the form of knowledge base tech notes and articles.

*Minimum Education and Experience:* Associate's Degree with 3 years of experience. An Associate's Degree may be substituted for an additional 2 years of experience.

### **TRAINING SPECIALIST**

The Training Specialist will perform the following tasks:

- Coordinate training or similar event to include all related logistics, planning, and project management.
- Assist with developing job aids and online tutorials, or assisting with input on and review of training materials.
- Use data and analysis to identify needs and report on results.
- Develop documentation (lesson plans, procedures, and reports).

- Develop and maintain training materials and desk guides for end-users.
- Establish course content through service requirements and software documents.
- Write end-of-training reports to document activities and lessons learned.
- Hold one-on-one training sessions with end-users.
- Communicate with and train personnel to respond to end-users and function independently over time.
- Answer phone and email requests for additional support.
- Interact with and assist support team; document frequently asked questions and offer help to customers and end-users as needed.

*Minimum Education and Experience:* High School Diploma with 3 years of experience

### **VIDEO TELECONFERENCE TECHNICIAN\*\* – DOL CATEGORY 13110**

The Video Teleconference Technician will perform the following tasks:

- Operate video conferencing equipment including powering up, checking equipment for proper operation, setting audio levels, positioning camera functions, performing secure or non-secure setup.
- Assist or operate session control panel, studio control unit, and high-resolution graphics.
- Provide assistance to users in video teleconference sessions, which may include conference preparation; monitor VTC equipment and system performance, report equipment and network problems to appropriate parties for repair.
- May include operation, scheduling, and providing assistance to users in operation of briefing computers, projectors, or other audiovisual equipment.
- Provide assistance which may include conference preparation, and reporting equipment and network problems to appropriate parties for maintenance or repair.

*Minimum Education and Experience:* High School Diploma with 1 year of experience

### **WAREHOUSE SPECIALIST\*\* – DOL CATEGORY 21410**

The Warehouse Specialist will perform the following tasks:

- Perform a variety of warehousing duties that require an understanding of the establishment's storage plan.
- Verify materials against receiving documents, note and report discrepancies and obvious damages, route materials to prescribed storage locations.
- Store, stack, or palletize materials in accordance with prescribed storage methods.
- Rearrange and take inventory of stored materials, examine stored materials and report deterioration and damage, remove material from storage and prepare it for shipment.
- May operate hand or power trucks in performing warehousing duties.

*Minimum Education and Experience:* High School Diploma with 1 year of experience

### **WORD PROCESSOR I\*\* – DOL CATEGORY 01611**

The Word Processor I will perform the following tasks:

- Produce a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials.
- Requires skill in typing; a knowledge of grammar, punctuation, and spelling; and ability to use reference guides and equipment manuals.
- Performs familiar, routine assignments following standard procedures; seek further instructions for assignments requiring deviations from established procedures.

*Minimum Education and Experience:* High School Diploma with 1 year of experience

### **WORD PROCESSOR II\*\* – DOL CATEGORY 01612**

The Word Processor II will perform the following tasks:

- Perform all functions of a Word Processor I (see Word Processor I position description).

- Utilize 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 typical duties.
- Edit and reformat written or electronic drafts to include correcting function codes, adjusting spacing, formatting, and standardizing headings, margins, and indentations.
- Transcribe scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts.
- Requires knowledge of specialized, technical, or scientific terminology.
- Requires familiarity with office terminology and practices.
- Correct copy and question 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 Education and Experience:* High School Diploma with 3 years of experience

### **WORD PROCESSOR III\*\* – DOL CATEGORY 01613**

The Word Processor III will perform the following tasks:

- Perform all functions of a Word Processor II (see Word Processor II position description).
- 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.
- Process complex and lengthy technical reports which include tables, graphs, charts, or multiple columns.
- Use either different word processing packages or many different style macros or special command functions.
- Independently completes assignments and resolves problems.

*Minimum Education and Experience:* High School Diploma with 5 years of experience