3. LABOR CATEGORY DESCRIPTIONS

001 - Consulting Systems Advisor

Experience:

Fifteen or more (15+) years of experience within the industry.

Functional Responsibility:

The Consulting System Advisor develops and applies advanced methods, theories, and research techniques in the investigation and solution of complex and difficult concept, planning, design, and/or implementation problems requiring the expert application of advanced knowledge. He or she is often the highest level of individual contributor and is normally widely recognized for achievements, technical expertise, and meritorious standing within his or her professional field.

Education:

Bachelor's degree in Business, Engineering, Computer Science or equivalent experience.

002 - Sr. Systems Advisor

Experience:

Twelve or more (12+) years of experience within the industry.

Functional Responsibility:

The Sr. Systems Advisor defines, plans, and leads complex, enterprise-wide engagements. He or she oversees projects, including defining executive project objectives, planning, project execution, recommendation development, and solution delivery planning. He or she leads/facilitates teams on projects and applies business reengineering approaches and techniques including strategic planning, business information planning, enterprise information requirements, activity-based costing, economic analysis, information technology architecture design, and change management to effect organizational change and improve organizational performance. The expert provides solution options and creates and manages plans for reengineering implementation as required.

Education:

Bachelor's degree in Business, Engineering, Computer Science or equivalent experience.

003 - Sr. Program Manager

Experience:

Must have a minimum of twelve (12) years experience in the management or performance of projects with complex scope and requirements.

Functional Responsibility:

Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates writing and oral communications skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Must be capable of negotiating and making binding decisions for the company.

Education:

Bachelors degree in Business, Engineering, Computer Science or equivalent experience.

004 - Sr. Functional Analyst

Experience:

Ten or more (10+) years of experience within the industry.

Functional Responsibility:

The Senior Functional Analyst works independently or within a team to determine user needs and functional requirements as they pertain to Information Technology systems and their solutions within an organization. He or she works with information technology and systems technology to incorporate functional requirements into current or emergent systems and may remain involved through the design and implementation phase of any project.

Education:

Bachelors degree in Business, Engineering, Computer Science or professional certification.

005 - Senior Application Specialist

Experience:

Eight or more (8+) years of progressive experience in programming and software systems environments.

Functional Responsibility:

The Senior Application Specialist analyzes systems and or software requirements, develops code, modifies Commercial off the Shelf (COTS) products, and performs upgrades for complex systems. He or she will perform database support, R & D, technical publication/specs, planning, configuration management, Internet programming, and total systems support and management.

Education:

Bachelors degree in Business, Engineering, Computer Science or professional certification.

006 - Technology Analyst

Experience:

Three or more (3+) years of technology experience in an Information Technology environment.

Functional Responsibility:

Individual will provide analysis and basic expertise involving enterprise wide information technology requirements. Individual will assist in development of requirements from a project's inception to conclusion in the subject matter area, for moderately complex systems, assist computer systems analysts with analysis, evaluation and the preparation of recommendations for systems improvements, optimization, development, and or maintenance efforts for specific elements such as Internets/Intranets, Networks, Decision Support Systems and Web Based technologies.

Education:

Bachelor's degree in Computer Science, professional certification or equivalent experience.

007 - Internet Specialist

Experience:

Six or more (6+) years of experience utilizing internet system environments.

Functional Responsibility:

The Internet Specialist performs a variety of tasks utilizing video imaging systems, computer-generated imaging, as well as multi-media computing systems. He or she produces, edits, and creates multi-media presentations develops web pages, programs in CGI, Java and other internet applications as well as provides expertise in the mixing of technologies. This position works alone or in a team environment to meet the specific needs of the customer.

Education:

Bachelors degree in Computer Science, professional certification or equivalent experience.

008 - Systems Advisor

Experience:

Four or more (4+) years of progressive systems experience working independently on complex application problems involving multiple phases of systems analysis.

Functional Responsibility:

Utilizes current analysis methodologies and demonstrated ability to formulate specifications, and experience performing analysis on moderate to complex systems. Analyzes and defines problems develops system requirements and program specifications. Closely coordinates proper implementation of program and system specifications. Performs data collection and analysis for business and technical requirements of clients. Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards and for progress in accordance with schedules. Prepares milestone status reports and deliveries/ presentations on the system concept to colleagues, subordinates, and end user representatives.

Education:

Bachelors degree in Business, Engineering, Computer Science or equivalent experience.

009 - Technology Consultant

Experience:

Four or more (4+) years of experience in information systems technology design and management.

Functional Responsibility:

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

Education:

Bachelor's degree in Computer Science or equivalent technology experience.

010 - Functional Analyst

Experience:

Four or more (4+) years of experience within the industry.

Functional Responsibility:

The Functional Analyst is a subject matter specialist who participates in the analysis of user needs to determine functional requirements as they apply to information technology systems or solutions. He or she may work independently or as a member of a team and demonstrates superior oral and written communication skills.

Education:

Bachelors degree in Business, Engineer, Computer Science, professional certification or equivalent experience.

011 - Application Specialist

Experience:

Four or more (4+) years of experience in a systems environment.

Functional Responsibility:

The Application Specialist performs database support, R & D, technical publication and systems specification research, Internet planning/development, and Internet systems management. He or she will program software/software solutions based on needs, resolves trouble reports, and update changes per request.

Education:

Bachelors degree in Business, Engineering, Computer Science or equivalent years of experience.

012 - Systems Technician

Experience:

Four or more (4+) years of experience in technology environment.

Functional Responsibility:

Performs analyses and develops recommendations on various subjects virus protection procedures, network maintenance and administration and technology transfer. Designs, configures and directs installation of LANs. Performs routine and complex tasks in network engineering and management operations. Provides systems configuration, management and administration for local and distributed networks. Performs hardware/software configuration, management and troubleshooting for operating systems and Commercial Off The Shelf packages. Performs routine hardware repair and data recovery.

Education:

Professional certification or equivalent skills training.

013 - Data Management Specialist

Experience:

Four or more (4+) years of experience in technology environment.

Functional Responsibility:

Data Management Specialist prepares documents, forms, and tables utilizing various software packages. He or she maintains databases, models basic spreadsheets and coordinates the acquisition, translation and interpretation of various data sources. The individual updates Internet web sites as necessary, and performs graphic illustrations using latest software.

Education:

Associates degree in Business or equivalent skills training.

014 - Administrative Specialist

Experience:

Two or more (2+) years of office systems and clerical experience.

Functional Responsibility:

The Administrative Specialist produces documents using a variety of programs including Microsoft Word, PowerPoint, and Excel. Coordinates copying and the preparation of papers and reports as well as answers telephone. The individual has basic computer capabilities and can produce view graph presentations, provide word processing support and perform data entry projects.

Education:

High School diploma and two years experience.

015 - Subject Matter Expert - Level V

Experience:

Seventeen or more (17+) years of general experience with a Bachelors Degree. With a Master's Degree, 15 years of general experience is required. With a PhD, 13 years of general experience is required.

Functional Responsibility:

Subject Matter Expert Level V is an expert in single or multiple technical disciplines. Provides Expert guidance and insight into specific technologies and their application and independently performs a variety of system design and integration tasks where a specific subject matter expertise is necessary. Plans and performs research, design assessment, development, integration and other assignments in a specific technical area. Responsible for highly complex technical/engineering areas. May perform other duties, as assigned.

Education:

Bachelors degree, Master's Degree, or PhD in Business, Engineering, Computer Science or equivalent experience.

016 - Subject Matter Expert - Level IV

Experience:

Fifteen or more (15+) years of general experience with a Bachelors Degree. With a Master's Degree, 13 years of general experience is required. With a PhD, 11 years of general experience is required.

Functional Responsibility:

Subject Matter Expert Level IV is an expert in single or multiple technical disciplines. Provides Expert guidance and insight into specific technologies and their application and independently performs a variety of system design and integration tasks where a specific subject matter expertise is necessary. Plans and performs research, design assessment, development, integration and other assignments in a specific technical area. Responsible for highly complex technical/engineering areas. May perform other duties, as assigned.

Education:

Bachelors degree, Master's Degree, or PhD in Business, Engineering, Computer Science or equivalent experience.

017 - Subject Matter Expert - Level III

Experience:

Thirteen or more (13+) years of general experience with a Bachelors Degree. With a Master's Degree, 11 years of general experience is required. With a PhD, 9 years of general experience is required.

Functional Responsibility:

Subject Matter Expert Level III is an expert in single or multiple technical disciplines. Provides Expert guidance and insight into specific technologies and their application and independently performs a variety of system design and integration tasks where a specific subject matter expertise is necessary. Plans and performs research, design assessment, development, integration and other assignments in a specific technical area. Responsible for highly complex technical/engineering areas. May perform other duties, as assigned.

Education:

Bachelors degree, Master's Degree, or PhD in Business, Engineering, Computer Science or equivalent experience.

018 - Subject Matter Expert - Level II

Experience:

Eleven or more (11+) years of general experience with a Bachelors Degree. With a Master's Degree, 9 years of general experience is required. With a PhD, 7 years of general experience is required.

Functional Responsibility:

Subject Matter Expert Level II is an expert in single or multiple technical disciplines. Provides Expert guidance and insight into specific technologies and their application and independently performs a variety of system design and integration tasks where a specific subject matter expertise is necessary. Plans and performs research, design assessment, development, integration and other assignments in a specific technical area. Responsible for highly complex technical/engineering areas. May perform other duties, as assigned.

Education:

Bachelors degree, Master's Degree, or PhD in Business, Engineering, Computer Science or equivalent experience.

019 - Subject Matter Expert - Level I

Experience:

Nine or more (9+) years of general experience with a Bachelors Degree. With a Master's Degree, 7 years of general experience is required. With a PhD, 5 years of general experience is required.

Functional Responsibility:

Subject Matter Expert Level I is an expert in single or multiple technical disciplines. Provides Expert guidance and insight into specific technologies and their application and independently performs a variety of system design and integration tasks where a specific subject matter expertise is necessary. Plans and performs research, design assessment, development, integration and other assignments in a specific technical area. Responsible for highly complex technical/engineering areas. May perform other duties, as assigned.

Education:

Bachelors degree, Master's Degree, or PhD in Business, Engineering, Computer Science or equivalent experience.

020 - Senior Systems Architect

Experience:

Twelve or more (12+) years of experience within the industry.

Functional Responsibility:

The Systems Architect independently performs a variety of system design and engineering tasks which are broad in nature and are concerned with design and implementation of major enterprise systems development and integration, including supporting personnel, hardware, software, and support facilities and/or equipment. Supervises team of Sr. Systems Administrators, System Analysts, Sr. Network Engineers, and Network Engineers through project completion. Serves as the expert responsible for providing technical leadership and direction in supporting the application of sound system engineering concepts and practices to the acquisition of government embedded, real-time systems, and information processing systems. The Senior Systems Architect advises, participates, and supports projects and teams in the technical analysis of large complex mission critical systems.

Education:

Bachelors degree in Business, Engineering, Computer Science or equivalent experience.

021 - Sr. Systems Engineer

Experience:

Twelve or (12+) years of experience with implementing engineering principles, techniques and processes.

Functional Responsibility:

The Sr. Systems Engineer conducts IT engineering work requiring judgment in the evaluation, selection, adaptation and/or modification of standard techniques, procedures and criteria. Develops new approaches to problem solving and independently performs assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisor approval for all projects. May supervise other engineers or technicians on assigned work. Implements engineering principles, techniques and processes and formulates and documents alternative methodologies for achieving customer objectives.

Education:

Bachelors degree in Computer Science, professional certification or equivalent experience.

022 - Senior Knowledge Architect

Experience:

Twelve or (12+) years of experience with strategy formulation and knowledge engineering/management.

Functional Responsibility:

The Knowledge Architect is responsible for developing innovative information systems solutions and alternatives to address specific business needs. He or she defines knowledge processes and identifies the technology requirements for creating, capturing, organizing, accessing and using knowledge assets. They are responsible for the development of an overall knowledge management strategy for diverse and distinct databases and leads and/or assist with different phases of the strategy execution for program and project initiatives. He or she directly leads and/or facilitates meetings to collect, devise and design knowledge management requirements and devise business solutions of business problems related to knowledge management. Formulates policies, guidelines, principles and procedures for incorporation in solutions and acts as an expert level consultant for implementation and/or maintenance.

Education:

Bachelors degree in Business, Engineering, Computer Science or equivalent experience.

023 - Knowledge Architect

Experience:

Eight or (8+) years of experience with strategy formulation and knowledge engineering/management.

Functional Responsibility:

The Knowledge Architect is responsible for developing innovative information systems solutions and alternatives to address specific business needs. He or she defines knowledge processes and identifies the technology requirements for creating, capturing, organizing, accessing and using knowledge assets. They are responsible for the development of an overall knowledge management strategy for diverse and distinct databases and leads and/or assist with different phases of the strategy execution for program and project initiatives. He or she directly leads and/or facilitates meetings to collect, devise and design knowledge management requirements and devise business solutions of business problems related to knowledge management. Formulates policies, guidelines, principles and procedures for incorporation in solutions and acts as an expert level consultant for implementation and/or maintenance.

Education:

Bachelors degree in Business, Engineering, Computer Science or equivalent experience.

024 - Systems Architect

Experience:

Eight or more (8+) years of experience within the industry.

Functional Responsibility:

The Systems Architect independently performs a variety of system design and engineering tasks which are broad in nature and are concerned with design and implementation of major enterprise systems development and integration, including supporting personnel, hardware, software, and support facilities and/or equipment. Supervises team of Sr. Systems Administrators, System Analysts, Sr. Network Engineers, and Network Engineers through project completion. Serves as the expert responsible for providing technical leadership and direction in supporting the application of sound system engineering concepts and practices to the acquisition of government embedded, real-time systems, and information processing systems. The Senior Systems Architect advises, participates, and supports projects and teams in the technical analysis of large complex mission critical systems.

Education:

Bachelors degree in Business, Engineering, Computer Science or equivalent experience.

025 - Sr. Systems Administrator

Experience:

Six or more (6+) years of experience related to the configuration and operation of computer systems and facilities.

Functional Responsibility:

Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems. Recommends appropriate corrective action for complex problems and ensures documentation is prepared for all hardware and/or software adjustments and/or modifications. Prepares reports and analysis of operations, as required. Ensures security procedures are implemented and enforced.

Education:

Bachelors degree in Computer Science, professional certification or equivalent experience.

026 - Sr. Network Engineer

Experience:

Six or more (6+) years of experience related to the development and maintenance of computer systems, including four years maintaining networks.

Functional Responsibility:

Performs a variety of network engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software, and support facilities and/or equipment. Supervises team of Network Engineers through project completion. Plans and performs network engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications. Responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level engineers. Coordinates the activities of Network Engineers and Network Technicians assigned to specific network engineering projects.

Education:

Bachelors degree in Computer Science, professional certification or equivalent experience.

027 - Network Engineer

Experience:

Two or more (2+) years of experience related to the development and maintenance of computer systems, including 1year maintaining networks.

Functional Responsibility:

Under supervision performs a variety of network engineering tasks which are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software and support facilities and/or equipment. Performs with some latitude for un-reviewed actions and decisions. Plans and performs network engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications. Responsible for the technical/engineering part of a major project or a project of lesser complexity and importance than those normally assigned to a higher level engineer.

Education:

Bachelors degree in Computer Science, professional certification or equivalent experience.

028 - Systems Analyst

Experience:

Two or more (2+) years of experience in the development and analysis of system inputs and outputs for improving their accuracy, suitability, and quality.

Functional Responsibility:

Performs technical and systems utilization analysis associated with general computer operations. Analyzes automated information system inputs, outputs, and processes to improve their accuracy, suitability, and quality, and to resolve operational or technical problems. Assists in the performance of requirements analysis and design and development of information systems, as well as system utilization techniques, procedures, and standards.

Education:

Bachelors degree in Business, Engineering, Computer Science, professional certification or equivalent experience.