

# GENERAL SERVICES ADMINISTRATION

## **Federal Supply Service**

*Authorized Federal Supply Schedule Price List*

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

### **Schedule for Multiple Award Schedule**

**Federal Supply Group:** Professional Services

**Contract Number:** 47QRAA20D006W

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

**Contract Period:** May 29, 2020 through May 28, 2025

**Contractor:** DCS Corporation  
6909 Metro Park Drive, STE 500  
Alexandria, VA 22310

**Business Size:** Large Business

**Telephone:** 571-227-6226

**FAX Number:** 571-227-6001

**Web Site:** [www.dcscorp.com](http://www.dcscorp.com)

**E-mail:** [afarris@dcscorp.com](mailto:afarris@dcscorp.com)

**Contract Administration:** Andrea Farris

### CUSTOMER INFORMATION:

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

SIN	Recovery	SIN Description
541330ENG	N/A	Engineering Services
541380	N/A	Testing Laboratories
541420	N/A	Engineering System Design and Integration Services
54151S	N/A	Information Technology Professional Services
541611	N/A	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541715	N/A	Engineering Research and Development and Strategic Planning
OLM	N/A	Order-Level Materials

**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. See below.**

**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. See below.

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic Only; 48 States, DC
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted).
7. **Quantity discounts:** 3% discount on Task Orders or Delivery Orders over \$10,000,000.00.
8. **Prompt payment terms:** Net 30 days

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **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 Numbering System (DUNS) number:** 083662916
26. **Notification regarding registration in System for Award Management (SAM) database:** Registered
27. **Final Pricing:**

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

SIN(s)	Labor Category	Min EDU	Min EXP	Facility	EPA	Base Period				
						Year 1	Year 2	Year 3	Year 4	Year 5
541330ENG, 541380, 541420, 541611, 541715, 54151S	Program Manager VI	Master's	20	Both	2.66%	\$213.00	\$218.67	\$224.48	\$230.45	\$236.58
541330ENG, 541380, 541420, 541611, 541715, 54151S	Program Manager IV	Master's	16	Both	2.66%	\$205.99	\$211.47	\$217.09	\$222.87	\$228.80
541330ENG, 541380, 541420, 541611, 541715, 54151S	Program Manager III	Master's	14	Both	2.66%	\$201.00	\$206.35	\$211.84	\$217.47	\$223.25
541330ENG, 541380, 541420, 541611, 541715, 54151S	Program Manager II	Master's	12	Both	2.66%	\$199.00	\$204.29	\$209.73	\$215.31	\$221.03
541330ENG, 541380, 541420, 541611, 541715, 54151S	Program Manager I	Master's	10	Both	2.66%	\$176.00	\$180.68	\$185.49	\$190.42	\$195.49
541330ENG, 541380, 541420, 541611, 541715, 54151S	Project Manager V	Bachelor's	15	Both	2.66%	\$161.00	\$165.28	\$169.68	\$174.19	\$178.83
541330ENG, 541380, 541420, 541611,	Project Manager IV	Bachelor's	12	Both	2.66%	\$149.00	\$152.96	\$157.03	\$161.21	\$165.50

541715, 54151S										
541330ENG, 541380, 541420, 541611, 541715, 54151S	Project Manager III	Bachelor's	10	Both	2.66%	\$145.99	\$149.87	\$153.86	\$157.95	\$162.15
541330ENG, 541380, 541420, 541611, 541715, 54151S	Project Manager II	Bachelor's	6	Both	2.66%	\$135.00	\$138.59	\$142.28	\$146.06	\$149.95
541330ENG, 541380, 541420, 541611, 541715, 54151S	Project Manager I	Bachelor's	3	Both	2.66%	\$105.99	\$108.81	\$111.70	\$114.67	\$117.73
541330ENG, 541380, 541420, 541611, 541715, 54151S	Senior Scientific Engineer V	Master's	18	Both	2.66%	\$226.81	\$232.84	\$239.04	\$245.40	\$251.92
541330ENG, 541380, 541420, 541611, 541715, 54151S	Senior Scientific Engineer IV	Master's	16	Both	2.66%	\$205.99	\$211.47	\$217.09	\$222.87	\$228.80
541330ENG, 541380, 541420, 541611, 541715, 54151S	Senior Scientific Engineer III	Master's	14	Both	2.66%	\$188.00	\$193.00	\$198.13	\$203.41	\$208.82
541330ENG, 541380, 541420, 541611, 541715, 54151S	Senior Scientific Engineer II	Master's	12	Both	2.66%	\$164.00	\$168.36	\$172.84	\$177.44	\$182.16
541330ENG, 541380, 541420, 541611, 541715, 54151S	Senior Scientific Engineer I	Master's	10	Both	2.66%	\$152.00	\$156.04	\$160.19	\$164.46	\$168.83
541330ENG, 541380, 541420, 541611, 541715, 54151S	Scientific Engineer V	Bachelor's	18	Both	2.66%	\$165.70	\$170.11	\$174.63	\$179.28	\$184.05
541330ENG, 541380, 541420, 541611, 541715, 54151S	Scientific Engineer IV	Bachelor's	16	Both	2.66%	\$155.61	\$159.75	\$164.00	\$168.36	\$172.84
541330ENG, 541380, 541420, 541611, 541715, 54151S	Scientific Engineer III	Bachelor's	14	Both	2.66%	\$146.14	\$150.03	\$154.02	\$158.11	\$162.32
541330ENG, 541380, 541420, 541611, 541715, 54151S	Scientific Engineer II	Bachelor's	12	Both	2.66%	\$137.23	\$140.88	\$144.63	\$148.47	\$152.42
541330ENG, 541380, 541420, 541611, 541715, 54151S	Scientific Engineer I	Bachelor's	10	Both	2.66%	\$128.88	\$132.31	\$135.83	\$139.44	\$143.15
541330ENG, 541380, 541420, 541611, 541715, 54151S	Associate Scientific Engineer V	Bachelor's	8	Both	2.66%	\$121.07	\$124.29	\$127.60	\$130.99	\$134.48
541330ENG, 541380, 541420, 541611, 541715, 54151S	Associate Scientific Engineer IV	Bachelor's	6	Both	2.66%	\$113.67	\$116.69	\$119.80	\$122.98	\$126.26
541330ENG, 541380, 541420, 541611, 541715, 54151S	Associate Scientific Engineer III	Bachelor's	4	Both	2.66%	\$106.73	\$109.57	\$112.48	\$115.48	\$118.55
541330ENG, 541380, 541420, 541611, 541715, 54151S	Associate Scientific Engineer II	Bachelor's	2	Both	2.66%	\$100.30	\$102.97	\$105.71	\$108.52	\$111.41
541330ENG, 541380, 541420, 541611, 541715, 54151S	Associate Scientific Engineer I	Bachelor's	0	Both	2.66%	\$94.15	\$96.65	\$99.23	\$101.86	\$104.57
541330ENG, 541380, 541420, 541611, 541715, 54151S	Technical Subject Matter Expert 4	Bachelor's	15	Both	2.66%	\$201.00	\$206.35	\$211.84	\$217.47	\$223.25
541330ENG, 541380, 541420, 541611, 541715, 54151S	Technical Subject Matter Expert 2	Bachelor's	8	Both	2.66%	\$161.00	\$165.28	\$169.68	\$174.19	\$178.83
541330ENG, 541380, 541420, 541611, 541715, 54151S	Technical Subject Matter Expert 1	Bachelor's	4	Both	2.66%	\$128.00	\$131.40	\$134.90	\$138.49	\$142.17
541330ENG, 541380, 541420, 541611,	Program Analyst 6	Bachelor's	15	Both	2.66%	\$163.00	\$167.34	\$171.79	\$176.36	\$181.05

541715, 54151S										
541330ENG, 541380, 541420, 541611, 541715, 54151S	Program Analyst 5	Bachelor's	12	Both	2.66%	\$139.00	\$142.70	\$146.49	\$150.39	\$154.39
541330ENG, 541380, 541420, 541611, 541715, 54151S	Program Analyst 4	Bachelor's	8	Both	2.66%	\$124.00	\$127.30	\$130.68	\$134.16	\$137.73
541330ENG, 541380, 541420, 541611, 541715, 54151S	Program Analyst 3	Bachelor's	4	Both	2.66%	\$97.00	\$99.58	\$102.23	\$104.95	\$107.74
541330ENG, 541380, 541420, 541611, 541715, 54151S	Program Analyst 2	Bachelor's	2	Both	2.66%	\$77.00	\$79.05	\$81.15	\$83.31	\$85.53
541330ENG, 541380, 541420, 541611, 541715, 54151S	Program Analyst 1	Bachelor's	0	Both	2.66%	\$73.00	\$74.94	\$76.94	\$78.98	\$81.08
541330ENG, 541380, 541420, 541611, 541715	Engineer VII	Master's	13	Both	2.66%	\$225.00	\$230.99	\$237.13	\$243.44	\$249.91
541330ENG, 541380, 541420, 541611, 541715	Engineer VI	Bachelor's	13	Both	2.66%	\$145.99	\$149.87	\$153.86	\$157.95	\$162.15
541330ENG, 541380, 541420, 541611, 541715	Engineer V	Bachelor's	10	Both	2.66%	\$139.00	\$142.70	\$146.49	\$150.39	\$154.39
541330ENG, 541380, 541420, 541611, 541715	Engineer IV	Bachelor's	8	Both	2.66%	\$129.99	\$133.45	\$137.00	\$140.64	\$144.38
541330ENG, 541380, 541420, 541611, 541715	Engineer III	Bachelor's	5	Both	2.66%	\$109.99	\$112.92	\$115.92	\$119.00	\$122.17
541330ENG, 541380, 541420, 541611, 541715	Engineer II	Bachelor's	2	Both	2.66%	\$103.00	\$105.74	\$108.55	\$111.44	\$114.40
541330ENG, 541380, 541420, 541611, 541715	Engineer I	Bachelor's	0	Both	2.66%	\$96.06	\$98.62	\$101.24	\$103.93	\$106.70
541330ENG, 541380, 541420, 541611, 541715	Staff Scientist II	Master's	13	Both	2.66%	\$189.51	\$194.55	\$199.73	\$205.04	\$210.49
541330ENG, 541380, 541420, 541611, 541715	Staff Scientist I	Bachelor's	10	Both	2.66%	\$137.99	\$141.66	\$145.43	\$149.30	\$153.27
541330ENG, 541380, 541420, 541611, 541715	Engineer Assistant V**	Associate's	12	Both	2.66%	\$90.17	\$92.57	\$95.03	\$97.56	\$100.15
541330ENG, 541380, 541420, 541611, 541715	Engineer Assistant IV**	Associate's	9	Both	2.66%	\$78.89	\$80.99	\$83.14	\$85.35	\$87.62
541330ENG, 541380, 541420, 541611, 541715	Engineer Assistant III**	Associate's	6	Both	2.66%	\$67.65	\$69.45	\$71.30	\$73.19	\$75.14
541330ENG, 541380, 541420, 541611, 541715	Engineer Assistant II**	Associate's	3	Both	2.66%	\$56.34	\$57.84	\$59.38	\$60.96	\$62.58
541330ENG, 541380, 541420, 541611, 541715	Engineer Assistant I**	Associate's	0	Both	2.66%	\$45.07	\$46.27	\$47.50	\$48.76	\$50.06
541330ENG, 541380, 541420, 541611, 541715	Analyst VI	Bachelor's	8	Both	2.66%	\$121.99	\$125.23	\$128.57	\$131.99	\$135.50
541330ENG, 541380, 541420, 541611, 541715	Analyst V	Bachelor's	5	Both	2.66%	\$100.00	\$102.66	\$105.39	\$108.19	\$111.07
541330ENG, 541380, 541420, 541611, 541715	Analyst IV	Bachelor's	3	Both	2.66%	\$95.00	\$97.53	\$100.12	\$102.78	\$105.52

541330ENG, 541380, 541420, 541611, 541715	Analyst III	Bachelor's	2	Both	2.66%	\$89.91	\$92.30	\$94.76	\$97.28	\$99.86
541330ENG, 541380, 541420, 541611, 541715	Analyst II	Bachelor's	0	Both	2.66%	\$69.30	\$71.14	\$73.04	\$74.98	\$76.97
541330ENG, 541380, 541420, 541611, 541715	Analyst I**	Associate's	2	Both	2.66%	\$54.64	\$56.09	\$57.59	\$59.12	\$60.69
541330ENG, 541380, 541420, 541611, 541715	Program Assistant V	Associate's	12	Both	2.66%	\$119.00	\$122.17	\$125.41	\$128.75	\$132.18
541330ENG, 541380, 541420, 541611, 541715	Program Assistant IV	Associate's	9	Both	2.66%	\$97.00	\$99.58	\$102.23	\$104.95	\$107.74
541330ENG, 541380, 541420, 541611, 541715	Program Assistant III	Associate's	6	Both	2.66%	\$73.99	\$75.96	\$77.98	\$80.05	\$82.18
541330ENG, 541380, 541420, 541611, 541715	Program Assistant II	Associate's	3	Both	2.66%	\$69.99	\$71.85	\$73.76	\$75.73	\$77.74
541330ENG, 541380, 541420, 541611, 541715	Program Assistant I	Associate's	0	Both	2.66%	\$67.00	\$68.78	\$70.61	\$72.49	\$74.42
541330ENG, 541380, 541420, 541611, 541715	Analytical Assistant**	High School	4	Both	2.66%	\$55.22	\$56.69	\$58.20	\$59.74	\$61.33
541330ENG, 541380, 541420, 541611, 541715	Technician IV	Technical/ Associates	5	Both	2.66%	\$84.00	\$86.23	\$88.53	\$90.88	\$93.30
541330ENG, 541380, 541420, 541611, 541715	Technician III	Technical/ Associates	3	Both	2.66%	\$76.86	\$78.90	\$81.00	\$83.16	\$85.37
541330ENG, 541380, 541420, 541611, 541715	Technician II	High School	4	Both	2.66%	\$65.77	\$67.52	\$69.32	\$71.16	\$73.05
541330ENG, 541380, 541420, 541611, 541715	Technician Assistant**	High School	1	Both	2.66%	\$41.78	\$42.89	\$44.03	\$45.20	\$46.41
541330ENG, 541380, 541420, 541611, 541715	Senior Assistant	Bachelor's	5	Both	2.66%	\$70.65	\$72.53	\$74.46	\$76.44	\$78.47
541330ENG, 541380, 541420, 541611, 541715	Administrative Assistant III **	High School	5	Both	2.66%	\$56.00	\$57.49	\$59.02	\$60.59	\$62.20
541330ENG, 541380, 541420, 541611, 541715	Administrative Assistant II **	High School	3	Both	2.66%	\$53.64	\$55.07	\$56.53	\$58.04	\$59.58
541330ENG, 541380, 541420, 541611, 541715	Administrative Assistant I **	High School	1	Both	2.66%	\$45.33	\$46.54	\$47.77	\$49.04	\$50.35
541330ENG, 541380, 541420, 541611, 541715	Administrative Clerk **	High School	0	Both	2.66%	\$35.20	\$36.14	\$37.10	\$38.08	\$39.10
541330ENG, 541380, 541420, 541611, 541715	Subject Matter Expert II	Bachelor's	20	Both	2.66%	\$228.00	\$234.06	\$240.29	\$246.68	\$253.24
541330ENG, 541380, 541420, 541611, 541715	Subject Matter Expert I	Bachelor's	15	Both	2.66%	\$201.00	\$206.35	\$211.84	\$217.47	\$223.25
541330ENG, 541380, 541420, 541611, 541715	Technical Specialist IV	Bachelor's	12	Both	2.66%	\$161.99	\$166.30	\$170.72	\$175.26	\$179.93
541330ENG, 541380, 541420, 541611, 541715	Technical Specialist III	Bachelor's	9	Both	2.66%	\$155.00	\$159.12	\$163.36	\$167.70	\$172.16

541330ENG, 541380, 541420, 541611, 541715	Technical Specialist II	Bachelor's	7	Both	2.66%	\$133.00	\$136.54	\$140.17	\$143.90	\$147.73
541330ENG, 541380, 541420, 541611, 541715	Technical Specialist I	Bachelor's	3	Both	2.66%	\$77.99	\$80.06	\$82.19	\$84.38	\$86.63
541330ENG, 541380, 541420, 541611, 541715	Technical Analyst V	Bachelor's	7	Both	2.66%	\$153.84	\$157.93	\$162.13	\$166.45	\$170.87
541330ENG, 541380, 541420, 541611, 541715	Technical Analyst IV	Bachelor's	6	Both	2.66%	\$117.00	\$120.11	\$123.31	\$126.59	\$129.95
541330ENG, 541380, 541420, 541611, 541715	Technical Analyst III	Bachelor's	4	Both	2.66%	\$113.99	\$117.02	\$120.13	\$123.33	\$126.61
541330ENG, 541380, 541420, 541611, 541715	Technical Analyst II	Bachelor's	3	Both	2.66%	\$85.99	\$88.28	\$90.63	\$93.04	\$95.51
541330ENG, 541380, 541420, 541611, 541715	Technical Analyst I	Bachelor's	1	Both	2.66%	\$67.00	\$68.78	\$70.61	\$72.49	\$74.42
54151S	Technician/Technical Assistant 4	Technical/Associates	10	Both	2.66%	\$96.00	\$98.55	\$101.18	\$103.87	\$106.63
54151S	Technician/Technical Assistant 3	Technical/Associates	5	Both	2.66%	\$84.00	\$86.23	\$88.53	\$90.88	\$93.30
54151S	Technician/Technical Assistant 2	Technical/Associates	2	Both	2.66%	\$61.99	\$63.64	\$65.33	\$67.07	\$68.85
54151S	Technician/Technical Assistant I**	Technical/Associates	0	Both	2.66%	\$52.00	\$53.38	\$54.80	\$56.26	\$57.76

Service Contract Labor Standards/Service Contract Act (SCLS/SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Engineer Assistant V	30085 Engineering Technician V	2015-4281
Engineer Assistant IV	30084 Engineering Technician IV	2015-4281
Engineer Assistant III	30083 – Engineering Technician III	2015-4281
Engineer Assistant II	30082 – Engineering Technician II	2015-4281
Engineer Assistant I	30081 – Engineering Technician I	2015-4281
Analyst I	30081 – Engineering Technician I	2015-4281
Analytical Assistant	01113 – General Clerk III	2015-4281
Technician Assistant	30081 – Engineering Technician I	2015-4281
Administrative Assistant III	01020 – Admin Assist	2015-4281
Administrative Assistant II	01113 – General Clerk III	2015-4281
Administrative Assistant I	01112 – General Clerk II	2015-4281
Administrative Clerk	01111 – General Clerk I	2015-4281
Technician/Technical Assistant I	30081 Engineering Technician I	2015-4281

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

## MAS LABOR CATEGORY DESCRIPTIONS

### PROGRAM MANAGER VI

Responsibilities:

- Responsible for overall technical, business, and financial management of programs and projects.
- Oversees program budgets, schedules, and performance (financial analysis and planning).
- Oversees program goals and objectives

- Develops designs and specifications
- Supervises and directs technical staff.
- Holds primary responsibility for program progress.
- Ensures availability and effective use of company resources to achieve customer requirements and goals.
- Serves as technical point of contact for the customer.
- Prepares and communicates program status, progress and results.
- Develops technical approaches for solving complex problems.

Skills/Aptitudes:

- As a technical program leader, manager, and administrator for contract programs.
- As a principal point of contact with customer program officials and representatives for technical and program issues.
- Supervising program and project operations, including monitoring and reporting progress.
- Developing procedures, planning, and directing execution of all aspects of the program.
- Interacting, communicating, and advising at the highest government and corporate levels.
- In at least one technical specialty functional or operational area related to the effort.
- Demonstrating technical achievement at highest government and corporate levels including the ability to identify, evaluate, and propose original and practicable methods to resolve complex problems.

Latitude:

- Work independently under policy framework provided by the Sector VP and Division Manager

Education:

- A Master's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- Minimum of 20 years.

### **PROGRAM MANAGER IV**

Responsibilities:

- Responsible for overall technical, business, and financial management of programs and projects.
- Oversees program budgets, schedules, and performance (financial analysis and planning).
- Oversees program goals and objectives
- Develops designs and specifications
- Supervises and directs technical staff.
- Holds primary responsibility for program progress.
- Ensures availability and effective use of company resources to achieve customer requirements and goals.
- Serves as technical point of contact for the customer.
- Prepares and communicates program status, progress and results.
- Develops technical approaches for solving complex problems.

Skills/Aptitudes:

- As a technical program leader, manager, and administrator for contract programs.
- As a principal point of contact with customer program officials and representatives for technical and program issues.
- Supervising program and project operations, including monitoring and reporting progress.
- Developing procedures, planning, and directing execution of all aspects of the program.
- Interacting, communicating, and advising at the highest government and corporate levels.
- In at least one technical specialty functional or operational area related to the effort.
- Demonstrating technical achievement at highest government and corporate levels including the ability to identify, evaluate, and propose original and practicable methods to resolve complex problems.

Latitude:

- Work independently under policy framework provided by the Sector VP and Division Manager

Education:

- A Master's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- Minimum of 16 years.

### **PROGRAM MANAGER III**

Responsibilities:

- Responsible for overall technical, business, and financial management of programs and projects.
- Oversees program budgets, schedules, and performance (financial analysis and planning).
- Oversees program goals and objectives
- Develops designs and specifications
- Supervises and directs technical staff.
- Holds primary responsibility for program progress.
- Ensures availability and effective use of company resources to achieve customer requirements and goals.
- Serves as technical point of contact for the customer.
- Prepares and communicates program status, progress and results.
- Develops technical approaches for solving complex problems.

Skills/Aptitudes:

- As a technical program leader, manager, and administrator for contract programs.
- As a principal point of contact with customer program officials and representatives for technical and program issues.
- Supervising program and project operations, including monitoring and reporting progress.
- Developing procedures, planning, and directing execution of all aspects of the program.
- Interacting, communicating, and advising at the highest government and corporate levels.
- In at least one technical specialty functional or operational area related to the effort.
- Demonstrating technical achievement at highest government and corporate levels including the ability to identify, evaluate, and propose original and practicable methods to resolve complex problems.

Latitude:

- Work independently under policy framework provided by the Sector VP and Division Manager

Education:

- A Master's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- Minimum of 14 years.

### **PROGRAM MANAGER II**

Responsibilities:

- Responsible for overall technical, business, and financial management of programs and projects.
- Oversees program budgets, schedules, and performance (financial analysis and planning).
- Oversees program goals and objectives
- Develops designs and specifications
- Supervises and directs technical staff.
- Holds primary responsibility for program progress.
- Ensures availability and effective use of company resources to achieve customer requirements and goals.
- Serves as technical point of contact for the customer.
- Prepares and communicates program status, progress and results.
- Develops technical approaches for solving complex problems.

Skills/Aptitudes:

- As a technical program leader, manager, and administrator for contract programs.
- As a principal point of contact with customer program officials and representatives for technical and program issues.
- Supervising program and project operations, including monitoring and reporting progress.
- Developing procedures, planning, and directing execution of all aspects of the program.
- Interacting, communicating, and advising at the highest government and corporate levels.
- In at least one technical specialty functional or operational area related to the effort.
- Demonstrating technical achievement at highest government and corporate levels including the ability to identify, evaluate, and propose original and practicable methods to resolve complex problems.

Latitude:

- Work independently under policy framework provided by the Sector VP and Division Manager

Education:

- A Master's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- Minimum of 12 years.

### **PROGRAM MANAGER I**

Responsibilities:

- Responsible for overall technical, business, and financial management of programs and projects.
- Oversees program budgets, schedules, and performance (financial analysis and planning).
- Oversees program goals and objectives
- Develops designs and specifications
- Supervises and directs technical staff.
- Holds primary responsibility for program progress.
- Ensures availability and effective use of company resources to achieve customer requirements and goals.
- Serves as technical point of contact for the customer.
- Prepares and communicates program status, progress and results.
- Develops technical approaches for solving complex problems.

Skills/Aptitudes:

- As a technical program leader, manager, and administrator for contract programs.
- As a principal point of contact with customer program officials and representatives for technical and program issues.
- Supervising program and project operations, including monitoring and reporting progress.
- Developing procedures, planning, and directing execution of all aspects of the program.
- Interacting, communicating, and advising at the highest government and corporate levels.
- In at least one technical specialty functional or operational area related to the effort.
- Demonstrating technical achievement at highest government and corporate levels including the ability to identify, evaluate, and propose original and practicable methods to resolve complex problems.

Latitude:

- Work independently under policy framework provided by the Sector VP and Division Manager

Education:

- A Master's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- Minimum of 10 years.

## **PROJECT MANAGER V**

### Responsibilities:

- Responsible for the overall day to day task order technical, business, and financial functions.
- Assist Project Manager with overseeing program budgets, schedules, and performance.
- Provide strategies for risk management.
- Provide guidance for concept development and requirements analysis.
- Develop program process improvement techniques.
- Provide management support for systems analysis, integration and design.
- As required assist with the management of technical staff.
- Work with the Program Manager to ensure the availability and effective use of company resources to achieve customer requirements and goals.
- Serves as an alternate technical point of contact for the customer.
- As directed by the Program Manager prepare and communicates program status, progress and results.

### Skills/Aptitudes:

- As an assistant technical program leader, manager, and administrator for contract programs.
- As an alternate point of contact with customer program officials and representatives for technical and program issues.
- Assist with the program and project operations, including monitoring and reporting progress.
- In at least one technical specialty functional or operational area related to the effort.

### Latitude:

- Work independently under policy framework provided by the Program Manager, Sector VP or Division Manager

### Education:

- A Bachelor's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

### Experience:

- Minimum of 15 years.

## **PROJECT MANAGER IV**

### Responsibilities:

- Responsible for the overall day to day task order technical, business, and financial functions.
- Assist Project Manager with overseeing program budgets, schedules, and performance.
- Provide strategies for risk management.
- Provide guidance for concept development and requirements analysis.
- Develop program process improvement techniques.
- Provide management support for systems analysis, integration and design.
- As required assist with the management of technical staff.
- Work with the Program Manager to ensure the availability and effective use of company resources to achieve customer requirements and goals.
- Serves as an alternate technical point of contact for the customer.
- As directed by the Program Manager prepare and communicates program status, progress and results.

### Skills/Aptitudes:

- As an assistant technical program leader, manager, and administrator for contract programs.
- As an alternate point of contact with customer program officials and representatives for technical and program issues.
- Assist with the program and project operations, including monitoring and reporting progress.
- In at least one technical specialty functional or operational area related to the effort.

### Latitude:

- Work independently under policy framework provided by the Program Manager, Sector VP or Division Manager

Education:

- A Bachelor's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- Minimum of 12 years.

### **PROJECT MANAGER III**

Responsibilities:

- Responsible for the overall day to day task order technical, business, and financial functions.
- Assist Project Manager with overseeing program budgets, schedules, and performance.
- Provide strategies for risk management.
- Provide guidance for concept development and requirements analysis.
- Develop program process improvement techniques.
- Provide management support for systems analysis, integration and design.
- As required assist with the management of technical staff.
- Work with the Program Manager to ensure the availability and effective use of company resources to achieve customer requirements and goals.
- Serves as an alternate technical point of contact for the customer.
- As directed by the Program Manager prepare and communicates program status, progress and results.

Skills/Aptitudes:

- As an assistant technical program leader, manager, and administrator for contract programs.
- As an alternate point of contact with customer program officials and representatives for technical and program issues.
- Assist with the program and project operations, including monitoring and reporting progress.
- In at least one technical specialty functional or operational area related to the effort.

Latitude:

- Work independently under policy framework provided by the Program Manager, Sector VP or Division Manager

Education:

- A Bachelor's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- Minimum of 10 years.

### **PROJECT MANAGER II**

Responsibilities:

- Responsible for the overall day to day task order technical, business, and financial functions.
- Assist Project Manager with overseeing program budgets, schedules, and performance.
- Provide strategies for risk management.
- Provide guidance for concept development and requirements analysis.
- Develop program process improvement techniques.
- Provide management support for systems analysis, integration and design.
- As required assist with the management of technical staff.
- Work with the Program Manager to ensure the availability and effective use of company resources to achieve customer requirements and goals.
- Serves as an alternate technical point of contact for the customer.
- As directed by the Program Manager prepare and communicates program status, progress and results.

Skills/Aptitudes:

- As an assistant technical program leader, manager, and administrator for contract programs.
- As an alternate point of contact with customer program officials and representatives for technical and program issues.
- Assist with the program and project operations, including monitoring and reporting progress.
- In at least one technical specialty functional or operational area related to the effort.

Latitude:

- Work independently under policy framework provided by the Program Manager, Sector VP or Division Manager

Education:

- A Bachelor's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- Minimum of 6 years.

### **PROJECT MANAGER I**

Responsibilities:

- Responsible for the overall day to day task order technical, business, and financial functions.
- Assist Project Manager with overseeing program budgets, schedules, and performance.
- Provide strategies for risk management.
- Provide guidance for concept development and requirements analysis.
- Develop program process improvement techniques.
- Provide management support for systems analysis, integration and design.
- As required assist with the management of technical staff.
- Work with the Program Manager to ensure the availability and effective use of company resources to achieve customer requirements and goals.
- Serves as an alternate technical point of contact for the customer.
- As directed by the Program Manager prepare and communicates program status, progress and results.

Skills/Aptitudes:

- As an assistant technical program leader, manager, and administrator for contract programs.
- As an alternate point of contact with customer program officials and representatives for technical and program issues.
- Assist with the program and project operations, including monitoring and reporting progress.
- In at least one technical specialty functional or operational area related to the effort.

Latitude:

- Work independently under policy framework provided by the Program Manager, Sector VP or Division Manager

Education:

- A Bachelor's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- Minimum of 3 years.

### **SENIOR SCIENTIFIC ENGINEER V**

Responsibilities:

- Gathers and organizes information on problems or procedures including current operating procedures.
- Analyzes data, develop information, and evaluates available solutions or alternate methods of proceeding.
- Coordinates with customers and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations.

- Develops and implements operational tests and assessments.
- Develops and maintains functional and operating documentation.
- Plans study of work problems and procedures, such as organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, or cost analyses.
- Organizes and documents study findings and prepares recommendations for new system implementation, procedures, or organizational changes.
- Oversees and manages projects and programs.
- Provides specialized knowledge in specific functional or operational areas, or analysis methods or disciplines.

Skills/Aptitudes:

- Performing analyses of systems, operations, and management problems.
- Experience in analysis tools and techniques, such as modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis.
- Formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analytical methods and approaches.
- Experience in a wide range of applications and uses of analysis methods, such as requirements analyses, system, and sub-system definition, program and process analyses, evaluations, cost-benefit tradeoff analyses, and planning.
- Managing projects, contracts, funds, and resources.
- Specialized experience in one or more functional or operational areas and expertise in related government, military, and commercial applications.
- Specialized experience and expertise in the analysis of specific program systems, or specific analysis practices or disciplines.
- Experience in management processes providing sophisticated planning, scheduling, performance tracking, and risk management.
- Experience in management structures leading to delivery of end-item products and the application of repeatable processes, modern development methodologies, and techniques such as simulations, war gaming, prototyping, and systems demonstrations.

Latitude:

- Work independently under project/program framework provided by Program Managers/Executives

Education:

- Master's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- 18 years

## **SENIOR SCIENTIFIC ENGINEER IV**

Responsibilities:

- Gathers and organizes information on problems or procedures including current operating procedures.
- Analyzes data, develops information, and evaluates available solutions or alternate methods of proceeding.
- Coordinates with customers and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations.
- Develops and implements operational tests and assessments.
- Develops and maintains functional and operating documentation.
- Plans study of work problems and procedures, such as organizational change, communications, information flow, decision making processes, control processes, operational effectiveness, or cost analyses.
- Organizes and documents study findings and prepare recommendations for new system implementation, procedures, or organizational changes.
- Oversees and manages projects and programs.

- Provides specialized knowledge in specific functional or operational areas, or analysis methods or disciplines.

Skills/Aptitudes:

- Performing analyses of systems, operations, and management problems.
- Experience in analysis tools and techniques, such as modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis.
- Formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analytical methods and approaches.
- Experience in a wide range of applications and uses of analysis methods, such as requirements analyses, system and sub-system definition, program and process analyses, evaluations, cost-benefit tradeoff analyses, and planning.
- Managing projects, contracts, funds, and resources.
- Specialized experience in one or more functional or operational areas and expertise in related government, military, and commercial applications.
- Specialized experience and expertise in the analysis of specific program systems, or specific analysis practices or disciplines.
- Experience in management processes providing sophisticated planning, scheduling, performance tracking, and risk management.
- Experience in management structures leading to delivery of end-item products and the application of repeatable processes, modern development methodologies, and techniques such as simulations, wargaming, prototyping, and systems demonstrations.

Latitude:

- Minimal guidance under project/program framework provided by Program Managers/Executives

Education:

- Master's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- 16 years

### **SENIOR SCIENTIFIC ENGINEER III**

Responsibilities:

- Gathers and organizes information on problems or procedures including current operating procedures.
- Analyzes data, develops information, and evaluates available solutions or alternate methods of proceeding.
- Coordinates with customers and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations.
- Develops and implements operational tests and assessments.
- Develops and maintains functional and operating documentation.
- Plans study of work problems and procedures, such as organizational change, communications, information flow, decision making processes, control processes, operational effectiveness, or cost analyses.
- Organizes and documents study findings and prepares recommendations for new system implementation, procedures, or organizational changes.
- Oversees and manages projects and programs.
- Provides specialized knowledge in specific functional or operational areas, or analysis methods or disciplines.

Skills/Aptitudes:

- Performing analyses of systems, operations, and management problems.
- Experience in analysis tools and techniques, such as modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis.
- Formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analytical methods and approaches.

- Experience in a wide range of applications and uses of analysis methods, such as requirements analyses, system, and sub-system definition, program and process analyses, evaluations, cost-benefit tradeoff analyses, and planning.
- Managing projects, contracts, funds, and resources.
- Specialized experience in one or more functional or operational areas and expertise in related government, military, and commercial applications.
- Specialized experience and expertise in the analysis of specific program systems, or specific analysis practices or disciplines.
- Experience in management processes providing sophisticated planning, scheduling, performance tracking, and risk management.
- Experience in management structures leading to delivery of end-item products and the application of repeatable processes, modern development methodologies, and techniques such as simulations, wargaming, prototyping, and systems demonstrations.

Latitude:

- Minimal guidance under project/program framework provided by Program Managers/Executives

Education:

- Master's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- 14 years

## **SENIOR SCIENTIFIC ENGINEER II**

Responsibilities:

- Gathers and organizes information on problems or procedures including current operating procedures.
- Analyzes data, develops information, and evaluates available solutions or alternate methods of proceeding.
- Coordinates with customers and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations.
- Develops and implements operational tests and assessments.
- Develops and maintains functional and operating documentation.
- Plans study of work problems and procedures, such as organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, or cost analyses.
- Organizes and documents study findings and prepare recommendations for new system implementation, procedures, or organizational changes.
- Oversees and manages projects and programs.
- Provides specialized knowledge in specific functional or operational areas, or analysis methods or disciplines.

Skills/Aptitudes:

- Performing analyses of systems, operations, and management problems.
- Experience in analysis tools and techniques, such as modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis.
- Formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analytical methods and approaches.
- Experience in a wide range of applications and uses of analysis methods, such as requirements analyses, system, and sub-system definition, program and process analyses, evaluations, cost-benefit tradeoff analyses, and planning.
- Managing projects, contracts, funds, and resources.
- Specialized experience in one or more functional or operational areas and expertise in related government, military, and commercial applications.
- Specialized experience and expertise in the analysis of specific program systems, or specific analysis practices or disciplines.

- Experience in management processes providing sophisticated planning, scheduling, performance tracking, and risk management.
- Experience in management structures leading to delivery of end-item products and the application of repeatable processes, modern development methodologies, and techniques such as simulations, war gaming, prototyping, and systems demonstrations.

Latitude:

- Minimal guidance under project/program framework provided by Program Managers/Executives

Education:

- Master's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- 12 years

### **SENIOR SCIENTIFIC ENGINEER I**

Responsibilities:

- Gathers and organizes information on problems or procedures including current operating procedures.
- Analyzes data, develops information, and evaluates available solutions or alternate methods of proceeding.
- Coordinates with customers and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations.
- Develops and implements operational tests and assessments.
- Develops and maintains functional and operating documentation.
- Plans study of work problems and procedures, such as organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, or cost analyses.
- Organizes and documents study findings and prepare recommendations for new system implementation, procedures, or organizational changes.
- Oversees and manages projects and programs.
- Provides specialized knowledge in specific functional or operational areas, or analysis methods or disciplines.

Skills/Aptitudes:

- Performing analyses of systems, operations, and management problems.
- Experience in analysis tools and techniques, such as modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis.
- Formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analytical methods and approaches.
- Experience in a wide range of applications and uses of analysis methods, such as requirements analyses, system, and sub-system definition, program and process analyses, evaluations, cost-benefit tradeoff analyses, and planning.
- Managing projects, contracts, funds, and resources.
- Specialized experience in one or more functional or operational areas and expertise in related government, military, and commercial applications.
- Specialized experience and expertise in the analysis of specific program systems, or specific analysis practices or disciplines.
- Experience in management processes providing sophisticated planning, scheduling, performance tracking, and risk management.
- Experience in management structures leading to delivery of end-item products and the application of repeatable processes, modern development methodologies, and techniques such as simulations, war gaming, prototyping, and systems demonstrations.

Latitude:

- Minimal guidance under project/program framework provided by Program Managers/Executives

Education:

- Master's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- 10 years

### **SCIENTIFIC ENGINEER V**

Responsibilities:

- Designs and implements advanced methods, theories, and research techniques in the investigation of complex systems design requirements and problems and their solutions.
- Applies engineering experience to perform system integration, configuration management, quality assurance testing, or acquisition and resource management.
- Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems.
- Organizes and documents study findings and prepare recommendations for implementation.
- Contributes specialized knowledge in specific engineering processes, methods, or disciplines.

Skills/Aptitudes:

- Applying engineering principles in the investigation, analysis, planning, design, development, implementation, testing, or evaluation of systems.
- Conducting technical reviews and preparing engineering analyses, technical reports, technical change proposals, and other technical documentation.
- General experience and expertise in test engineering or systems design.
- Experience formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analytical methods and approaches.
- Specialized experience and expertise in systems design or test engineering in specific program systems, or specific engineering processes or disciplines, such as development of system performance specifications to meet operational objectives, development and evaluation of system concepts to satisfy performance specification, coordination of systems design, fabrication, integration, test, and evaluation, or oversight and assessment of configuration management activities.

Latitude:

- Minimal guidance under project/program framework provided by Senior Scientific Engineer or Project Lead

Education:

- Bachelor's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- 18 years

### **SCIENTIFIC ENGINEER IV**

Responsibilities:

- Designs and implements advanced methods, theories, and research techniques in the investigation of complex systems design requirements and problems and their solutions.
- Applies engineering experience to perform system integration, configuration management, quality assurance testing, or acquisition and resource management.
- Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems.
- Organizes and documents study findings and prepare recommendations for implementation.
- Contributes specialized knowledge in specific engineering processes, methods, or disciplines.

Skills/Aptitudes:

- Applying engineering principles in the investigation, analysis, planning, design, development, implementation, testing, or evaluation of systems.
- Conducting technical reviews and preparing engineering analyses, technical reports, technical change proposals, and other technical documentation.
- General experience and expertise in test engineering or systems design.
- Experience formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analytical methods and approaches.
- Specialized experience and expertise in systems design or test engineering in specific program systems, or specific engineering processes or disciplines, such as development of system performance specifications to meet operational objectives, development and evaluation of system concepts to satisfy performance specification, coordination of systems design, fabrication, integration, test, and evaluation, or oversight and assessment of configuration management activities.

Latitude:

- Minimal guidance under project/program framework provided by Senior Scientific Engineer or Project Lead

Education:

- Bachelor's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- 16 years

### **SCIENTIFIC ENGINEER III**

Responsibilities:

- Designs and implements advanced methods, theories, and research techniques in the investigation of complex systems design requirements and problems and their solutions.
- Applies engineering experience to perform system integration, configuration management, quality assurance testing, or acquisition and resource management.
- Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems.
- Organizes and documents study findings and prepare recommendations for implementation.
- Contributes specialized knowledge in specific engineering processes, methods, or disciplines.

Skills/Aptitudes:

- Applying engineering principles in the investigation, analysis, planning, design, development, implementation, testing, or evaluation of systems.
- Conducting technical reviews and preparing engineering analyses, technical reports, technical change proposals, and other technical documentation.
- General experience and expertise in test engineering or systems design.
- Experience formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analytical methods and approaches.
- Specialized experience and expertise in systems design or test engineering in specific program systems, or specific engineering processes or disciplines, such as development of system performance specifications to meet operational objectives, development and evaluation of system concepts to satisfy performance specification, coordination of systems design, fabrication, integration, test, and evaluation, or oversight and assessment of configuration management activities.

Latitude:

- General guidance under project/program framework provided by Senior Scientific Engineer or Project Lead

Education:

- Bachelor's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- 14 years

### **SCIENTIFIC ENGINEER II**

Responsibilities:

- Designs and implements advanced methods, theories, and research techniques in the investigation of complex systems design requirements and problems and their solutions.
- Applies engineering experience to perform system integration, configuration management, quality assurance testing, or acquisition and resource management.
- Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems.
- Organizes and documents study findings and prepare recommendations for implementation.
- Contributes specialized knowledge in specific engineering processes, methods, or disciplines.

Skills/Aptitudes:

- Applying engineering principles in the investigation, analysis, planning, design, development, implementation, testing, or evaluation of systems.
- Conducting technical reviews and preparing engineering analyses, technical reports, technical change proposals, and other technical documentation.
- General experience and expertise in test engineering or systems design.
- Experience formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analytical methods and approaches.
- Specialized experience and expertise in systems design or test engineering in specific program systems, or specific engineering processes or disciplines, such as development of system performance specifications to meet operational objectives, development and evaluation of system concepts to satisfy performance specification, coordination of systems design, fabrication, integration, test, and evaluation, or oversight and assessment of configuration management activities.

Latitude:

- General guidance under project/program framework provided by Senior Scientific Engineer or Project Lead

Education:

- Bachelor's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- 12 years

### **SCIENTIFIC ENGINEER I**

Responsibilities:

- Designs and implements advanced methods, theories, and research techniques in the investigation of complex systems design requirements and problems and their solutions.
- Applies engineering experience to perform system integration, configuration management, quality assurance testing, or acquisition and resource management.
- Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems.
- Organizes and documents study findings and prepare recommendations for implementation.
- Contributes specialized knowledge in specific engineering processes, methods, or disciplines.

Skills/Aptitudes:

- Applying engineering principles in the investigation, analysis, planning, design, development, implementation, testing, or evaluation of systems.
- Conducting technical reviews and preparing engineering analyses, technical reports, technical change proposals, and other technical documentation.
- General experience and expertise in test engineering or systems design.

- Experience formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analytical methods and approaches.
- Specialized experience and expertise in systems design or test engineering in specific program systems, or specific engineering processes or disciplines, such as development of system performance specifications to meet operational objectives, development and evaluation of system concepts to satisfy performance specification, coordination of systems design, fabrication, integration, test, and evaluation, or oversight and assessment of configuration management activities.

Latitude:

- General guidance

Education:

- Bachelor's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- 10 years

### **ASSOCIATE SCIENTIFIC ENGINEER V**

Responsibilities:

- Designs and implements advanced methods, theories, and research techniques in the investigation of complex systems design requirements and problems and their solutions.
- Applies engineering experience to perform system integration, configuration management, quality assurance testing, or acquisition and resource management.
- Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems.
- Organizes and documents study findings and prepare recommendations for implementation.

Skills/Aptitudes:

- Applying engineering principles in the investigation, analysis, planning, design, development, implementation, testing or evaluation of systems.
- Conducting technical reviews and preparing engineering analyses, technical reports, technical change proposals, and other technical documentation.
- General experience in systems design or test engineering.
- Formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analytical methods and approaches.

Latitude:

- General guidance

Education:

- Bachelor's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- Minimum of 8 years

### **ASSOCIATE SCIENTIFIC ENGINEER IV**

Responsibilities:

- Designs and implements advanced methods, theories, and research techniques in the investigation of complex systems design requirements and problems and their solutions.
- Applies engineering experience to perform system integration, configuration management, quality assurance testing, or acquisition and resource management.
- Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems.
- Organizes and documents study findings and prepare recommendations for implementation.

Skills/Aptitudes:

- Applying engineering principles in the investigation, analysis, planning, design, development, implementation, testing or evaluation of systems.
- Conducting technical reviews and preparing engineering analyses, technical reports, technical change proposals, and other technical documentation.
- General experience in systems design or test engineering.
- Formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analytical methods and approaches.

Latitude:

- General guidance

Education:

- Bachelor's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- Minimum of 6 years

### **ASSOCIATE SCIENTIFIC ENGINEER III**

Responsibilities:

- Designs and implements advanced methods, theories, and research techniques in the investigation of complex systems design requirements and problems and their solutions.
- Applies engineering experience to perform system integration, configuration management, quality assurance testing, or acquisition and resource management.
- Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems.
- Organizes and documents study findings and prepare recommendations for implementation.

Skills/Aptitudes:

- Applying engineering principles in the investigation, analysis, planning, design, development, implementation, testing or evaluation of systems.
- Conducting technical reviews and preparing engineering analyses, technical reports, technical change proposals, and other technical documentation.
- General experience in systems design or test engineering.
- Formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analytical methods and approaches.

Latitude:

- Close supervision

Education:

- Bachelor's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- Minimum of 4 years

### **ASSOCIATE SCIENTIFIC ENGINEER II**

Responsibilities:

- Designs and implements advanced methods, theories, and research techniques in the investigation of complex systems design requirements and problems and their solutions.
- Applies engineering experience to perform system integration, configuration management, quality assurance testing, or acquisition and resource management.
- Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems.

- Organizes and documents study findings and prepare recommendations for implementation.

Skills/Aptitudes:

- Applying engineering principles in the investigation, analysis, planning, design, development, implementation, testing or evaluation of systems.
- Conducting technical reviews and preparing engineering analyses, technical reports, technical change proposals, and other technical documentation.
- General experience in systems design or test engineering.
- Formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analytical methods and approaches.

Latitude:

- Close supervision

Education:

- Bachelor's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- Minimum of 2 years

### **ASSOCIATE SCIENTIFIC ENGINEER I**

Responsibilities:

- Designs and implements advanced methods, theories, and research techniques in the investigation of complex systems design requirements and problems and their solutions.
- Applies engineering experience to perform system integration, configuration management, quality assurance testing, or acquisition and resource management.
- Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems.
- Organizes and documents study findings and prepare recommendations for implementation.

Skills/Aptitudes:

- Applying engineering principles in the investigation, analysis, planning, design, development, implementation, testing or evaluation of systems.
- Conducting technical reviews and preparing engineering analyses, technical reports, technical change proposals, and other technical documentation.
- General experience in systems design or test engineering.
- Formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analytical methods and approaches.

Latitude:

- Close supervision

Education:

- Bachelor's degree in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- Minimum of 0 years

### **TECHNICAL SUBJECT MATTER EXPERT 4**

Responsibilities:

- Supports the strategic planning, conceptual development, engineering design, testing, and evaluation of products in a specific technology area.
- Must be well versed in related technologies, business strategies, acquisition policies.
- Performs project tasks involving application of specialized scientific, engineering, technical, or management skills and knowledge to business/technical systems, operational concepts, subsystems,

- models/simulations, or architectures.
- Serves in a consulting role in execution of program tasks that involve analysis or evaluation of technical, financial, or business management aspects of programs.
- Serves as a consultant to Integrated Product Teams as a part of an acquisition, development, validation or test program.
- Recognized as an expert in a specific area of military operations, intelligence, technology, engineering, or management.
- Maintains knowledge of current policies and trends in acquisition, military operations, and Federal programs.

Skills/Aptitudes:

- Possesses excellent verbal and written communication skills.
- Maintains knowledge of current policies and trends in acquisition, military operations, and Federal programs

Latitude:

- A wide degree of creativity and latitude is expected.

Education:

- Bachelor's Degree

Experience:

- Minimum of 15 years

### **TECHNICAL SUBJECT MATTER EXPERT 2**

Responsibilities:

- Support the strategic planning, conceptual development, engineering design, testing, and evaluation of products in a specific technology area.
- Must be well versed in related technologies, business strategies, acquisition policies.
- Performs project tasks involving application of specialized scientific, engineering, technical, or management skills and knowledge to business/technical systems, operational concepts, subsystems, models/simulations, or architectures.
- Serves in a consulting role in execution of program tasks that involve analysis or evaluation of technical, financial, or business management aspects of programs.
- Serve as a consultant to Integrated Product Teams as a part of an acquisition, development, validation or test program.
- Recognized as an expert in a specific are of military operations, intelligence, technology, engineering, or management.
- Cost/Risk/Technical/Financial Analysis.
- Knowledge of current policies and trends in acquisition, military operations, and federal programs.

Skills/Aptitudes:

- Excellent verbal and written communication.
- Knowledge of current policies and trends in acquisition, military operations, and federal programs.

Latitude:

- A wide degree of creativity and latitude is expected.

Education:

- Bachelor's Degree

Experience:

- Minimum of 8 years

### **TECHNICAL SUBJECT MATTER EXPERT 1**

Responsibilities:

- Support the strategic planning, conceptual development, engineering design, testing, and evaluation of products in a specific technology area.
- Must be well versed in related technologies, business strategies, acquisition policies.
- Performs project tasks involving application of specialized scientific, engineering, technical, or management skills and knowledge to business/technical systems, operational concepts, subsystems,

models/simulations, or architectures.

- Serves in a consulting role in execution of program tasks that involve analysis or evaluation of technical, financial, or business management aspects of programs.
- Serves as a consultant to Integrated Product Teams as a part of an acquisition, development, validation or test program.
- Recognized as an expert in a specific are of military operations, intelligence, technology, engineering, or management.
- Cost/Risk/Technical/Financial Analysis.
- Knowledge of current policies and trends in acquisition, military operations, and Federal programs.

Skills/Aptitudes:

- Excellent verbal and written communication.
- Knowledge of current policies and trends in acquisition, military operations, and federal programs.

Latitude:

- A wide degree of creativity and latitude is expected.

Education:

- Bachelor's Degree

Experience:

- Minimum of 4 years

### **PROGRAM ANALYST 6**

Responsibilities:

- Reviews, analyzes, and evaluates functional area requirements, which may include user needs.
- May document requirements, define scope and objectives, or formulate systems to parallel overall requirement strategy.
- May be responsible for intelligence analysis, research, and development of end products.
- May analyze, organize, plan and administer various phases of day-to-day provisioning, spares, or maintenance/repair activities for one or more programs using established procedures.
- May analyze standard documents, technical data, customer usage data, customer maintenance practices, customer operation characteristics and related reports for assigned contracts to determine spares provisioning or maintenance/repair requirements.
- May develop logistics plans in order to enhance distribution of goods and supplies.
- Demonstrates level-appropriate expertise in a variety of the field's concepts, practices, and procedures.
- Familiar with standard concepts, practices, and procedures within a particular field.
- Relies on experience and judgment to plan and accomplish goals.
- Serves as technical/administrative leader for major projects/contracts.
- Maintains/controls project budget.

Skills/Aptitudes:

- May provide consultation on complex projects.
- Ensures all efforts meet established standards for quality.
- Supervises, trains, and develops subordinate level employees.

Latitude:

- A wide degree of creativity and latitude is expected.

Education:

- Bachelor's Degree

Experience:

- Minimum of 15 years

### **PROGRAM ANALYST 5**

Responsibilities:

- Reviews, analyzes, and evaluates functional area requirements, which may include user needs.
- May document requirements, define scope and objectives, or formulate systems to parallel overall requirement strategy.
- May be responsible for intelligence analysis, research, and development of end products.
- May analyze, organize, plan and administer various phases of day-to-day provisioning, spares, or

- maintenance/repair activities for one or more programs using established procedures.
- May analyze standard documents, technical data, customer usage data, customer maintenance practices, customer operation characteristics and related reports for assigned contracts to determine spares provisioning or maintenance/repair requirements.
- May develop logistics plans in order to enhance distribution of goods and supplies.
- Demonstrates level-appropriate expertise in a variety of the field's concepts, practices, and procedures. Familiar with standard concepts, practices, and procedures within a particular field.
- Serves as technical/administrative leader for major projects/contracts.
- Initiates, studies and determines techniques or methods involved to accomplish objectives.
- Identifies and assigns priorities for project accomplishment.
- Interfaces and coordinates with customers.
- Reviews project correspondence.

Skills/Aptitudes:

- May provide consultation on complex projects.
- Ensures all efforts meet established standards for quality.
- Supervises, trains, and develops subordinate level employees.

Latitude:

- A wide degree of creativity and latitude is expected.

Education:

- Bachelor's Degree

Experience:

- Minimum of 12 years

#### **PROGRAM ANALYST 4**

Responsibilities:

- Reviews, analyzes, and evaluates functional area requirements, which may include user needs.
- May document requirements, define scope and objectives, or formulate systems to parallel overall requirement strategy.
- May be responsible for intelligence analysis, research, and development of end products.
- May analyze, organize, plan and administer various phases of day-to-day provisioning, spares, or maintenance/repair activities for one or more programs using established procedures.
- May analyze standard documents, technical data, customer usage data, customer maintenance practices, customer operation characteristics and related reports for assigned contracts to determine spares provisioning or maintenance/repair requirements.
- May develop logistics plans in order to enhance distribution of goods and supplies.
- Familiar with standard concepts, practices, and procedures within a particular field.
- Prepares documentation to meet client requirements; advises on appropriateness of system/project management functions, accuracy and validity of contract cost reports, formulation of budget exhibits, trade-off analysis and strategic fiscal planning.
- Determines customer requirements for discussion with senior staff or project managers.

Skills/Aptitudes:

- Provides guidance/direction to less experienced personnel as required.

Latitude:

- A degree of creativity and latitude is expected.

Education:

- Bachelor's Degree

Experience:

- Minimum of 8 years

#### **PROGRAM ANALYST 3**

Responsibilities:

- Reviews, analyzes, and evaluates functional area requirements as directed by internal hierarchy.
- May assist with document requirements, scope and objectives.

- May assist in intelligence analysis, research, and development of end products.
- May assist in analysis of standard documents, technical data, customer usage data, customer maintenance practices, customer operation characteristics and related reports.
- Maintains automated financial systems.
- Maintains budget, develop databases, and hardware requirements.
- Prepares appropriate documentation in area of responsibility.

Skills/Aptitudes:

- May assist in analysis and organization of day-to-day provisioning.

Latitude:

- A degree of creativity and latitude is expected.

Education:

- Bachelor's Degree

Experience:

- Minimum of 4 years

### **PROGRAM ANALYST 2**

Responsibilities:

- Reviews, analyzes, and evaluates functional area requirements as directed by internal hierarchy.
- May assist with document requirements, scope and objectives.
- May assist in intelligence analysis, research, and development of end products.
- May assist in analysis of standard documents, technical data, customer usage data, customer maintenance practices, customer operation characteristics and related reports.
- Assembles, formats, maintains, and reviews technical, financial and programmatic data.
- Prepares and evaluates expenditure plans, funding documentation and reconciliations.
- Performs database development, spreadsheet formulation, and graphic display of data.
- Interacts regularly with project personnel.

Skills/Aptitudes:

- May assist in analysis and organization of day-to-day provisioning.

Latitude:

- Work performed under supervision.

Education:

- Bachelor's Degree

Experience:

- Minimum of 2 years

### **PROGRAM ANALYST 1**

Responsibilities:

- Performs data analysis under direct supervision.
- May interact with customers.
- Applies basic principles, fundamental concepts, and process diligence to completion of assignments. Performs work that requires minimal practical experience and training.
- Work involves limited problem-solving which follows standardized practices and procedures.

Skills/Aptitudes:

- Assists with maintenance of automated systems.

Latitude:

- Makes decisions under guidance of more senior personnel.
- Work performed under supervision.

Education:

- Bachelor's Degree

Experience:

- Minimum of 0 years

## **ENGINEER VII**

### Responsibilities:

- Conduct all duties assigned to a Division Manager or Executive
- Serve as technical expert within the scope of work covered in area(s) of responsibility
- Work within company strategic and policy framework set by Board of Directors
- Maintain current and long-term profitable operation and growth of an operating unit consisting of at least 50 professional employees and responsible for at least \$5 million in annual sales
- Oversee multiple significant programs encompassing a variety of projects involving complex technologies
- Implement all approved plans and exert a consistent effective management force for the achievement of Corporate objectives
- Manage product and business development activities
- Develop standards and guidelines
- Maintain contacts with key personnel and officials of other organizations
- Meet regularly with clients

### Skills/Aptitudes:

- Leadership in the area of strategic business development, planning, and negotiation
- Project planning
- Ability to train managers and other employees
- Outstanding verbal and written communication
- Management abilities and business acumen
- Knowledge of company policies/procedures
- Creativity, initiative, and foresight in anticipating and solving unprecedented problems
- Identifying and assigning priorities for significant corporate projects
- Developing, maintaining and controlling organization budget
- Recruiting new employees
- Supervising, developing, and disciplining subordinate employees
- Developing and enforcing quality standards

### Latitude:

- Work independently under policy framework provided by Board of Directors

### Education:

- Master's Degree

### Experience:

- Minimum of 13 years.

## **ENGINEER VI**

### Responsibilities:

- Conduct all duties assigned to a Department Manager
- Ensure profitability of a unit(s)
- Serve as technical expert in area of responsibility
- Participate in strategic planning
- Practice financial planning and control
- Perform tactical business acquisition
- Conduct project planning and management
- Ensure quality control
- Develop business
- Supervise personnel staffing and training
- Provide direction and counseling to direct and indirect reports

### Skills/Aptitudes:

- Negotiation and planning
- Excellent verbal and written communication
- Management abilities and business acumen
- Knowledge of company policies and procedures
- Recruiting new employees

Latitude:

- Works within corporate guidelines
- Considerable decision-making authority

Education:

- Bachelor's degree in a relevant technical discipline

Experience:

- Minimum of 13 years

### **ENGINEER V**

Responsibilities:

- Perform a variety of intensive and diversified project tasks applied to specialized technologies
- Serve as specialist in the application of advanced technical theories, concepts, principles and processes
- Ensure growth and profitability of a unit(s)
- Plan and develop engineering projects concerned with unique or controversial problems having an effect on major programs
- Select problems for investigation

Skills/Aptitudes:

- Interviewing
- Problem resolution including contributing new ideas, designs or techniques
- Excellent verbal and written communication
- Planning

Latitude:

- Minimal supervision

Education:

- Bachelor's degree in a relevant technical discipline

Experience:

- Minimum of 10 years

### **ENGINEER IV**

Responsibilities:

- Perform complex project tasks applied to specialized technology problems
- Develop engineering projects concerned with unique or controversial problems
- Research complex problem areas of considerable scope
- Remain current on new technical methods and recommend changes
- Develop system architecture, evaluate products, and serve as expert on technical specialties and equipment

Skills/Aptitudes:

- Problem solving
- Engineering/Math/Physics
- Excellent verbal and written communication

Latitude:

- Minimal supervision

Education:

- Bachelor's degree in relevant technical discipline

Experience:

- Minimum of 8 years

### **ENGINEER III**

Responsibilities:

- Perform a limited number of complex project tasks applied to specialized technology problems
- Develop engineering projects, selecting problems for investigation
- Perform systems integration
- Perform systems documentation
- Design and develop prototypes

Skills/Aptitudes:

- Problem-solving
- Engineering/Math/Physics
- Good verbal and written communication

Latitude:

- Nominal supervision

Education:

- Bachelor's degree in a technical discipline

Experience:

- Minimum of 5 years

### **ENGINEER II**

Responsibilities:

- Perform a limited number of moderately complex project tasks applied to specialized technology
- Develop engineering projects defining scope of problems for investigation
- Perform systems integration and documentation of programs and systems
- Meet with clients to determine system requirements

Skills/Aptitudes:

- Database programming
- Systems testing and evaluation
- Engineering/Math/Physics
- Good verbal and written communication

Latitude:

- Detailed supervision

Education:

- Bachelor's degree in a technical discipline

Experience:

- Minimum of 2 years

### **ENGINEER I**

Responsibilities:

- Perform relatively routine tasks applied to specialized technology
- Perform systems integration and programmatic tasks
- Meet with client engineers to determine requirements

Skills/Aptitudes:

- Computer and electronics
- Engineering/Math/Physics
- Adequate verbal and written communication

Latitude

- Close supervision

Education:

- Bachelor's degree in a technical discipline

Experience:

- 0 years

## **STAFF SCIENTIST II**

Responsibilities:

- Serve as a recognized expert in a scientific or engineering discipline
- Determine program objectives and requirements
- Organize programs/projects developing standards and guidelines for diverse activities
- Manage highly technical state-of-the-art projects
- Define methodology to research general hypotheses
- Serve as technical project leader on projects involving other scientists and engineers
- Supervise, train and develop lower level employees

Skills/Aptitudes:

- Creativity, initiative, foresight and sound judgment
- Innovative problem solving
- Project planning
- Project Management
- Outstanding verbal and written communication
- Management skills and business acumen
- Knowledge of company policies/procedures

Latitude:

- Minimum supervision, work within corporate guidelines
- Considerable decision-making authority

Education:

- Master's Degree

Experience:

- Minimum of 13 years

## **STAFF SCIENTIST I**

Responsibilities:

- Serve as a recognized expert in a scientific or engineering discipline
- Determine program objectives and requirements
- Perform basic research efforts to generate new knowledge or understanding in assigned scientific discipline
- Review technical reports for validity and correctness
- Serve as technical project leader on efforts involving other scientists/ engineers
- Execute operational and profit responsibilities as required

Skills/Aptitudes:

- Creativity, initiative, foresight and sound judgment
- Complex problem solving
- Project planning
- Training and project management
- Excellent verbal and written communication
- Knowledge of company policies and procedures

Latitude

- General guidance

Education:

- Bachelor's degree

Experience:

- Minimum of 10 years

#### **ENGINEER ASSISTANT V\*\***

**Responsibilities:**

- Assists under technical direction in the design and implementation of advanced methods and research techniques in the laboratory investigation of complex systems design requirements, problems, and their solutions.
- Assists as directed in the analysis, design, coding, implementation, testing, or evaluation of system components related to engineering or functional requirements of operational systems, support systems, or management information systems.

**Skills/Aptitudes:**

- Assisting under technical direction in the application of scientific/engineering principles in laboratory investigations, and assisting in the analysis, design, implementation, testing, or evaluation of systems.
- Assisting as directed in the preparation of programming code, engineering analyses, technical reports, technical change proposals, and other technical documentation.

**Latitude:**

- Close supervision

**Education:**

- Associate's degree or professional training in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

**Experience:**

- Minimum of 12 years

#### **ENGINEER ASSISTANT IV\*\***

**Responsibilities:**

- Assists under technical direction in the design and implementation of advanced methods and research techniques in the laboratory investigation of complex systems design requirements, problems, and their solutions.
- Assists as directed in the analysis, design, coding, implementation, testing, or evaluation of system components related to engineering or functional requirements of operational systems, support systems, or management information systems.

**Skills/Aptitudes:**

- Assisting under technical direction in the application of scientific/engineering principles in laboratory investigations, and assisting in the analysis, design, implementation, testing, or evaluation of systems.
- Assisting as directed in the preparation of programming code, engineering analyses, technical reports, technical change proposals, and other technical documentation.

**Latitude:**

- Close supervision

**Education:**

- Associate's degree or professional training in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

**Experience:**

- Minimum of 9 years

#### **ENGINEER ASSISTANT III\*\***

**Responsibilities:**

- Assists under technical direction in the design and implementation of advanced methods and research techniques in the laboratory investigation of complex systems design requirements, problems, and their solutions.

- Assists as directed in the analysis, design, coding, implementation, testing, or evaluation of system components related to engineering or functional requirements of operational systems, support systems, or management information systems.

Skills/Aptitudes:

- Assisting under technical direction in the application of scientific/engineering principles in laboratory investigations, and assisting in the analysis, design, implementation, testing, or evaluation of systems.
- Assisting as directed in the preparation of programming code, engineering analyses, technical reports, technical change proposals, and other technical documentation.

Latitude:

- Close supervision

Education:

- Associate's degree or professional training in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- Minimum of 6 years

### **ENGINEER ASSISTANT II\*\***

Responsibilities:

- Assists under technical direction in the design and implementation of advanced methods and research techniques in the laboratory investigation of complex systems design requirements, problems, and their solutions.
- Assists as directed in the analysis, design, coding, implementation, testing, or evaluation of system components related to engineering or functional requirements of operational systems, support systems, or management information systems.

Skills/Aptitudes:

- Assisting under technical direction in the application of scientific/engineering principles in laboratory investigations, and assisting in the analysis, design, implementation, testing, or evaluation of systems.
- Assisting as directed in the preparation of programming code, engineering analyses, technical reports, technical change proposals, and other technical documentation.

Latitude:

- Close supervision

Education:

- Associate's degree or professional training in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- Minimum of 3 years

### **ENGINEER ASSISTANT I\*\***

Responsibilities:

- Assists under technical direction in the design and implementation of advanced methods and research techniques in the laboratory investigation of complex systems design requirements, problems, and their solutions.
- Assists as directed in the analysis, design, coding, implementation, testing, or evaluation of system components related to engineering or functional requirements of operational systems, support systems, or management information systems.

Skills/Aptitudes:

- Assisting under technical direction in the application of scientific/engineering principles in laboratory investigations, and assisting in the analysis, design, implementation, testing, or evaluation of systems.

- Assisting as directed in the preparation of programming code, engineering analyses, technical reports, technical change proposals, and other technical documentation.

Latitude:

- Close supervision

Education:

- Associate's degree or professional training in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy.

Experience:

- Minimum of 0 years

### **ANALYST VI**

Responsibilities:

- Determine program objectives and requirements
- Organize programs and projects
- Provide technical and management expertise for executing and coordinating large, complex, highly technical state-of-the-art projects
- Approve all project/contract correspondence
- Maintain/control project budget
- Ensure all efforts meet established standards for quality
- Interview and hire new employees
- Supervise, train and develop subordinate level employees

Skills/Aptitudes:

- Trade-off analysis/performance measures/mathematics/statistics
- Excellent verbal and written communication
- Knowledge of all company policies/procedures

Latitude:

- Minimal supervision

Education:

- Bachelor's degree

Experience:

- Minimum of 8 years

### **ANALYST V**

Responsibilities:

- Serve as technical/administrative leader for major projects/contracts
- Perform complex analysis tasks on contracts
- Develop and analyze computational techniques
- Develop solutions to specific problems, analyze results, complete required reports
- Recommend and plan efforts concerning original or advanced areas of customer problems
- Initiate, study and determine techniques or methods involved to accomplish objectives
- Identify and assign priorities for project accomplishment
- Ensure plans, policies, deliverables meet user requirements
- Interface and coordinate with customers
- Review all project correspondence
- Supervise, train, develop lower level employees

Skills/Aptitudes:

- Strong conceptual and analytical abilities
- Proven planning abilities
- Sound judgment and management skills (in areas including engineering, business, economics, statistics, mathematics)

Latitude:

- General guidance

Education:

- Bachelor's degree

Experience:

- Minimum of 5 years

#### **ANALYST IV**

Responsibilities:

- Participate in program/project efforts
- Serve as on-site representative to provide technical assistance, liaison and consultation
- Conduct studies/analyses of complex problems
- Prepare documentation to meet client requirements; advise on appropriateness of system/project management functions, accuracy and validity of contract cost reports, formulation of budget exhibits, trade-off analysis and strategic fiscal planning
- Determine client requirements for discussion with senior staff or project managers
- Provide guidance/direction to less experienced personnel as required

Skills/Aptitudes:

- Proven analytical and technical abilities in business, economics, statistics or mathematics
- Knowledge of automated financial management systems
- Sound judgment and initiative

Latitude:

- Nominal supervision

Education:

- Bachelor's degree

Experience:

- Minimum of 3 years

#### **ANALYST III**

Responsibilities:

- Participate in project/program efforts
- Maintain automated financial systems
- Maintain budget, develop databases, and hardware requirements
- Prepare appropriate documentation in area of responsibility

Skills/Aptitudes:

- Analytical and technical abilities in business, economics, statistics, mathematics or financial management
- Knowledge of automated information systems
- Familiarity with DoD acquisition cycle
- Exercise independent judgment in performance of work

Latitude:

- Nominal supervision

Education:

- Bachelor's degree

Experience:

- Minimum of 2 years

#### **ANALYST II**

Responsibilities:

- Participate in project/program efforts
- Maintain current knowledge of DoD acquisition cycle
- Maintain automated financial management system
- Assemble, format, maintain and review technical, financial and programmatic data

- Prepare and evaluate expenditure plans, funding documentation and reconciliations
- Perform database development, spreadsheet formulation, and graphic display of data
- Interact regularly with clients

Skills/Aptitudes:

- Technical ability in one or more of the following areas: business, economics, statistics, mathematics, computers and financial management

Latitude:

- Nominal supervision

Education:

- Bachelor's Degree

Experience:

- Minimum of 0 years

### **ANALYST I\*\***

Responsibilities:

- Assist with project/program efforts
- Perform data analysis
- Interact with clients
- Assist with maintenance of automated financial management system

Skills/Aptitudes:

- Technical ability in business, economics, statistics, mathematics, computers or financial management
- Possess initiative and sound judgment
- Demonstrate excellent customer relations and interpersonal skills

Latitude:

- Nominal supervision

Education:

- Associate Degree

Experience:

- Minimum of 2 years

### **PROGRAM ASSISTANT V**

Responsibilities:

- Researches, organizes, writes, edits, proofreads, and produces a broad range of reports, manuals, presentations, and other technical publications.
- Recommends overall document organization and layout, editorial standards, formatting, and publication methods.
- Chooses fonts or types, designs lettering, logos, and layouts, and selects style, technique, and medium best suited to produce the desired effect and conform to document and reproduction requirements.
- Verifies technical documentation is accurate, complete, meets editorial guidelines and government specifications, and follows all required standards for quality, graphics, markings, coverage, format, and style.
- Conceives, designs, and develops graphics and illustrations from models, sketches, memory, written or verbal instructions, and imagination for use in technical materials, and for inclusion in software and applications development.
- Uses computer hardware and software to prepare, revise, print and store text, illustrations, graphs, and charts.
- Operates photography equipment, such as still, digital, and video cameras, in the design and production of photos and videotapes.
- Coordinates document production with outside sources or vendors when necessary.

Skills/Aptitudes:

- Documentation, such as technical writing, document design, document development and production, editing, layout, and desktop publishing.
- Visual arts such as graphics design, illustration, photography, and video.

- Multimedia design and presentation backgrounds, such as the incorporation of photos, audio, video, text, and graphics into reports, manuals, presentations, and other technical publications.
- Knowledge and experience in the use of computer software and hardware to design and produce documents, graphics, videotapes, and web pages.

Latitude:

- General supervision

Education:

- Associate Degree, education, or professional training in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Communications, English, Journalism, Liberal Arts, or relevant technical fields such as graphics design, art, or other related areas.

Experience:

- Minimum of 12 years

#### **PROGRAM ASSISTANT IV**

Responsibilities:

- Researches, organizes, writes, edits, proofreads, and produces a broad range of reports, manuals, presentations, and other technical publications.
- Recommends overall document organization and layout, editorial standards, formatting, and publication methods.
- Chooses fonts or types, designs lettering, logos, and layouts, and selects style, technique, and medium best suited to produce the desired effect and conform to document and reproduction requirements.
- Verifies technical documentation is accurate, complete, meets editorial guidelines and government specifications, and follows all required standards for quality, graphics, markings, coverage, format, and style.
- Conceives, designs, and develops graphics and illustrations from models, sketches, memory, written or verbal instructions, and imagination for use in technical materials, and for inclusion in software and applications development.
- Uses computer hardware and software to prepare, revise, print and store text, illustrations, graphs, and charts.
- Operates photography equipment, such as still, digital, and video cameras, in the design and production of photos and videotapes.
- Coordinates document production with outside sources or vendors when necessary.

Skills/Aptitudes:

- Documentation, such as technical writing, document design, document development and production, editing, layout, and desktop publishing.
- Visual arts such as graphics design, illustration, photography, and video.
- Multimedia design and presentation backgrounds, such as the incorporation of photos, audio, video, text, and graphics into reports, manuals, presentations, and other technical publications.
- Knowledge and experience in the use of computer software and hardware to design and produce documents, graphics, videotapes, and web pages.

Latitude:

- General supervision

Education:

- Associate Degree, education, or professional training in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Communications, English, Journalism, Liberal Arts, or relevant technical fields such as graphics design, art, or other related areas.

Experience:

- Minimum of 9 years

#### **PROGRAM ASSISTANT III**

Responsibilities:

- Researches, organizes, writes, edits, proofreads, and produces a broad range of reports, manuals, presentations, and other technical publications.

- Recommends overall document organization and layout, editorial standards, formatting, and publication methods.
- Chooses fonts or types, designs lettering, logos, and layouts, and selects style, technique, and medium best suited to produce the desired effect and conform to document and reproduction requirements.
- Verifies technical documentation is accurate, complete, meets editorial guidelines and government specifications, and follows all required standards for quality, graphics, markings, coverage, format, and style.
- Conceives, designs, and develops graphics and illustrations from models, sketches, memory, written or verbal instructions, and imagination for use in technical materials, and for inclusion in software and applications development.
- Uses computer hardware and software to prepare, revise, print and store text, illustrations, graphs, and charts.
- Operates photography equipment, such as still, digital, and video cameras, in the design and production of photos and videotapes.
- Coordinates document production with outside sources or vendors when necessary.

Skills/Aptitudes:

- Documentation, such as technical writing, document design, document development and production, editing, layout, and desktop publishing.
- Visual arts such as graphics design, illustration, photography, and video.
- Multimedia design and presentation backgrounds, such as the incorporation of photos, audio, video, text, and graphics into reports, manuals, presentations, and other technical publications.
- Knowledge and experience in the use of computer software and hardware to design and produce documents, graphics, videotapes, and web pages.

Latitude:

- General supervision

Education:

- Associate Degree, education, or professional training in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Communications, English, Journalism, Liberal Arts, or relevant technical fields such as graphics design, art, or other related areas.

Experience:

- Minimum of 6 years

## **PROGRAM ASSISTANT II**

Responsibilities:

- Researches, organizes, writes, edits, proofreads, and produces a broad range of reports, manuals, presentations, and other technical publications.
- Recommends overall document organization and layout, editorial standards, formatting, and publication methods.
- Chooses fonts or types, designs lettering, logos, and layouts, and selects style, technique, and medium best suited to produce the desired effect and conform to document and reproduction requirements.
- Verifies technical documentation is accurate, complete, meets editorial guidelines and government specifications, and follows all required standards for quality, graphics, markings, coverage, format, and style.
- Conceives, designs, and develops graphics and illustrations from models, sketches, memory, written or verbal instructions, and imagination for use in technical materials, and for inclusion in software and applications development.
- Uses computer hardware and software to prepare, revise, print and store text, illustrations, graphs, and charts.
- Operates photography equipment, such as still, digital, and video cameras, in the design and production of photos and videotapes.
- Coordinates document production with outside sources or vendors when necessary.

Skills/Aptitudes:

- Documentation, such as technical writing, document design, document development and production, editing, layout, and desktop publishing.
- Visual arts such as graphics design, illustration, photography, and video.
- Multimedia design and presentation backgrounds, such as the incorporation of photos, audio, video, text, and graphics into reports, manuals, presentations, and other technical publications.
- Knowledge and experience in the use of computer software and hardware to design and produce documents, graphics, videotapes, and web pages.

Latitude:

- Close supervision

Education:

- Associate Degree, education, or professional training in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Communications, English, Journalism, Liberal Arts, or relevant technical fields such as graphics design, art, or other related areas.

Experience:

- Minimum of 3 years

### **PROGRAM ASSISTANT I**

Responsibilities:

- Researches, organizes, writes, edits, proofreads, and produces a broad range of reports, manuals, presentations, and other technical publications.
- Recommends overall document organization and layout, editorial standards, formatting, and publication methods.
- Chooses fonts or types, designs lettering, logos, and layouts, and selects style, technique, and medium best suited to produce the desired effect and conform to document and reproduction requirements.
- Verifies technical documentation is accurate, complete, meets editorial guidelines and government specifications, and follows all required standards for quality, graphics, markings, coverage, format, and style.
- Conceives, designs, and develops graphics and illustrations from models, sketches, memory, written or verbal instructions, and imagination for use in technical materials, and for inclusion in software and applications development.
- Uses computer hardware and software to prepare, revise, print and store text, illustrations, graphs, and charts.
- Operates photography equipment, such as still, digital, and video cameras, in the design and production of photos and videotapes.
- Coordinates document production with outside sources or vendors when necessary.

Skills/Aptitudes:

- Documentation, such as technical writing, document design, document development and production, editing, layout, and desktop publishing.
- Visual arts such as graphics design, illustration, photography, and video.
- Multimedia design and presentation backgrounds, such as the incorporation of photos, audio, video, text, and graphics into reports, manuals, presentations, and other technical publications.
- Knowledge and experience in the use of computer software and hardware to design and produce documents, graphics, videotapes, and web pages.

Latitude:

- Close supervision

Education:

- Associate Degree, education, or professional training in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Communications, English, Journalism, Liberal Arts, or relevant technical fields such as graphics design, art, or other related areas.

Experience:

- Minimum of 0 years

### **ANALYTICAL ASSISTANT\*\***

Responsibilities:

- Assist with general project/program efforts
- Perform data entry
- Type documents, spreadsheets and graphic displays

Skills/Aptitudes:

- Proficient with word processing, Excel and PowerPoint
- Excellent proofreading ability
- Good verbal and written communication skills

Latitude:

- Close supervision

Education:

- High School Diploma

Experience:

- Minimum of 4 years

### **TECHNICIAN IV**

Responsibilities:

- Perform assignments of substantial complexity
- Develop, test, evaluate, design standardization, maintenance, operation or installation of systems and equipment
- Conduct tests and experiments
- Prepare test procedures
- Record, analyze and evaluate test data
- Plan, schedule, coordinate work-flow and execute all phases of complex projects
- Provide technical direction and assistance to junior employees and expert consultation on difficult projects

Skills/Aptitudes:

- Creativity, initiative and sound judgment
- Technical knowledge in areas such as electronics/electricity, video, engineering, communications or physics
- Ability to read engineering drawings, specifications or other engineering technician work
- Excellent verbal and written communication

Latitude:

- Independent, with conceptual guidance

Education:

- Technical school graduate

Experience:

- Minimum of 5 years

### **TECHNICIAN III**

Responsibilities:

- Perform non-routine assignments of moderate complexity
- Follow test procedures, record measurements using test equipment
- Provide technical directions and assistance to junior employees
- Conduct training and development of subordinates from lesson guides
- Conduct field and/or laboratory testing
- Provide equipment and instrumentation set-up and operation or system installation and maintenance

Skills/Aptitudes:

- Creativity, initiative and sound judgment
- Technical knowledge in one or more of the following: electronics, video, communications, physics
- Good verbal and written communication

Latitude:

- Minimal supervision

Education:

- Technical school graduate

Experience:

- Minimum of 3 years

## **TECHNICIAN II**

Responsibilities:

- Perform routine and non-routine assignments of low to moderate complexity
- Follow test procedures, conduct tests, take measurements
- Record and analyze test data

Skills/Aptitudes:

- Ability to follow written directions, procedures or systematic work methods
- Good verbal and written communication

Latitude:

- Close supervision

Education:

- High school diploma

Experience:

- Minimum of 4 years

## **TECHNICIAN ASSISTANT\*\***

Responsibilities:

- Perform basic tasks from detailed instructions
- Operate and adjust simple computer test equipment
- Perform data entry and minor computer maintenance

Skills/Aptitudes:

- Ability to follow written directions, procedures or work methods
- Good verbal and written communication

Latitude:

- Close supervision

Education:

- High school diploma

Experience:

- 1 year

## **SENIOR ASSISTANT**

Responsibilities:

- Provide general secretarial support to a Department level manager and assist staff
- Assist with all administrative duties of unit
- Handle sensitive information and maintain confidentiality
- Interface with various levels of personnel
- Receive and screen telephone calls
- Utilize various software packages
- Establish and maintain records
- Train/supervise lower level employees

Skills/Aptitudes:

- Initiative and sound judgment
- Computer
- Advanced word processing/spreadsheet/presentation

- Excellent spelling, grammar, correspondence
- Knowledge of company policies/procedures

Latitude:

- General supervision

Education:

- Bachelor's degree

Experience:

- Minimum of 5 years

### **ADMINISTRATIVE ASSISTANT III\*\***

Responsibilities:

- Provide general secretarial support and assist staff
- Type, proof, edit and reproduce documents both technical and non-technical
- Complete complex tasks as assigned
- Establish and maintain files
- Compose and edit miscellaneous correspondence
- Assemble and compile data and references as required

Skills/Aptitudes:

- Initiative and sound judgment
- Advanced word processing
- Excellent spelling, grammar, correspondence
- Proficiency with office equipment
- Knowledge of company policies/procedures as they relate to immediate area of responsibility

Latitude:

- Nominal supervision

Education:

- High school diploma

Experience:

- Minimum of 5 years

### **ADMINISTRATIVE ASSISTANT II\*\***

Responsibilities:

- Provide general secretarial support and assist staff
- Type, edit and reproduce a variety of documents
- Establish and maintain files
- Make travel arrangements and answer phones as required

Skills/Aptitudes:

- Initiative
- Knowledge of various office equipment
- Good spelling, grammar, correspondence
- Basic word processing skills

Latitude:

- Detailed supervision

Education:

- High school diploma

Experience:

- Minimum of 3 years

### **ADMINISTRATIVE ASSISTANT I\*\***

Responsibilities:

- Provide general secretarial support and assist staff
- Type, edit and reproduce a variety of documents
- Maintain files
- Make travel arrangements and answer phones as required

Skills/Aptitudes:

- Some knowledge of office equipment
- Good spelling, grammar
- Beginning word processing

Latitude:

- Close supervision

Education:

- High school diploma

Experience:

- Minimum of 1 year

### **ADMINISTRATIVE CLERK\*\***

Responsibilities:

- Perform clerical/technical functions based on requirements of supervisor
- Maintain files and databases
- Reproduce documents
- Answer phones
- Locate and extract materials from files
- Distribute materials as requested

Skills/Aptitudes:

- Beginning word processing or typing
- Basic computer

Latitude:

- Close supervision

Education:

- High school diploma (may be a student pursuing a high school education)

Experience:

- 0 years

### **SUBJECT MATTER EXPERT II**

Responsibilities:

- Support the strategic planning, conceptual development, engineering design, testing, and evaluation of products in a specific technology area. Must be well versed with related technologies, business strategies, acquisition policies
- Perform project tasks involving application of specialized scientific, engineering, technical, or management skills and knowledge to business/technical systems, operational concepts, subsystems, models/simulations, or architectures
- Serve in a consulting role in execution of program tasks that involve analysis or evaluation of technical, financial, or business management aspects of programs
- Serve as a consultant to Integrated Product Teams as a part of an acquisition, development, validation or test program

Skills/Aptitudes:

- Recognized as an expert in a specific area of technology, engineering, or management
- Cost/Risk/Technical/Financial Analysis

- Excellent verbal and written communication
- Knowledge of current policies and trends in acquisition, military operations, and federal programs

Latitude:

- No supervision

Education/ Experience

- Bachelor's degree

Experience:

- 20 year relevant experience

### **SUBJECT MATTER EXPERT I**

Responsibilities:

- Support the strategic planning, conceptual development, engineering design, testing, and evaluation of products in a specific technology area. Must be well versed with related technologies, business strategies, acquisition policies
- Perform project tasks involving application of specialized scientific, engineering, technical, or management skills and knowledge to business/technical systems, operational concepts, subsystems, models/simulations, or architectures
- Serve in a consulting role in execution of program tasks that involve analysis or evaluation of technical, financial, or business management aspects of programs
- Serve as a consultant to Integrated Product Teams as a part of an acquisition, development, validation or test program

Skills/Aptitudes:

- Recognized as an expert in a specific are of military operations, intelligence, technology, engineering, or management
- Cost/Risk/Technical/Financial Analysis
- Excellent verbal and written communication
- Knowledge of current policies and trends in acquisition, military operations, and federal programs

Latitude:

- No supervision

Education/ Experience:

- Bachelor's degree

Experience:

- 15 year relevant experience

### **TECHNICAL SPECIALIST IV**

Responsibilities:

- Perform project tasks involving application of specialized technical skills and knowledge to development or integration of systems, subsystems, models/simulations, or architectures
- Serve as a technical specialist in execution of program tasks that involve understanding of concepts in engineering, physics, computer science, or mathematics
- Serve as a key member on Integrated Product Teams as a part of an acquisition, test, or development program
- Serve as technical lead on projects

Skills/Aptitudes:

- Program management skills
- Project planning, budgeting, staffing
- Effective verbal and written communication
- Effective use of software based management tools

Latitude:

- Minimal supervision

Education/ Experience

- Bachelor's degree

Experience:

- 12 year relevant experience

### **TECHNICAL SPECIALIST III**

Responsibilities:

- Perform project tasks involving application of specialized technical skills and knowledge to development or integration of systems, subsystems, models/simulations, or architectures
- Serve as a technical specialist in execution of program tasks that involve understanding of concepts in engineering, physics, computer science, or mathematics
- Serve as a key member on Integrated Product Teams as a part of an acquisition, test, or development program
- Serve in a key technical role in projects

Skills/Aptitudes:

- Program management skills
- Effectively serve as key contributor to a project team
- Effective verbal and written communication
- Effective use of software based management tools

Latitude:

- Minimal supervision

Education/ Experience

- Bachelor's degree

Experience:

- 9 year relevant experience

### **TECHNICAL SPECIALIST II**

Responsibilities:

- Perform project tasks involving application of specialized technical skills and knowledge to development or integration of systems, subsystems, models/simulations, or architectures
- Serve as a technical specialist in execution of program tasks that involve understanding of concepts in engineering, physics, computer science, or mathematics
- Serve as a support member on Integrated Product Teams as a part of an acquisition, test, or development program
- Serve in a mid-level technical role in projects

Skills/Aptitudes:

- Effectively serve as key contributor to a project team
- Effective verbal and written communication
- Effective use of software based tools

Latitude:

- Minimal supervision

Education/ Experience

- Bachelor's degree

Experience:

- 7 year relevant experience

### **TECHNICAL SPECIALIST I**

Responsibilities:

- Perform project tasks involving application of specialized technical skills and knowledge to development

or integration of systems, subsystems, models/simulations, or architectures

- Serve as a technical assistant in execution of program tasks that involve understanding of concepts in engineering, physics, computer science, or mathematics
- Serve as a support member on a project team as a part of an acquisition, test, or development program
- Serve in a journeyman technical role in projects

Skills/Aptitudes:

- Effectively serve as key contributor to a project team
- Effective verbal and written communication
- Effective use of software based tools and methods

Latitude:

- Nominal supervision

Education/ Experience

- Bachelor's degree

Experience:

- 3 year relevant experience

### **TECHNICAL ANALYST V**

Responsibilities:

- Perform project tasks involving application of specialized technical, logistics, or general management (or acquisition management) skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
- Serve as a key role in execution of program tasks that involve analysis or evaluation of technical, financial, business or logistics management aspects of programs
- Serve as a key member on Integrated Product Teams as a part of an acquisition, development, validation or test program
- Serve in major support role to project leader

Skills/Aptitudes:

- Program management/logistics management/logistics engineering/acquisition management skills
- Cost/Risk/Technical Analysis
- Effective verbal and written communication
- Effective use of software based management and analysis tools

Latitude:

- Minimal supervision

Education/ Experience

- Bachelor's degree

Experience:

- 7 year relevant experience

### **TECHNICAL ANALYST IV**

Responsibilities:

- Perform project tasks involving application of specialized technical, logistics, or general management (or acquisition management) skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
- Serve as a support role in execution of program tasks that involve analysis or evaluation of technical, financial, or business management aspects of programs
- Serve as a support member on Integrated Product Teams as a part of an acquisition, development, validation or test program

Skills/Aptitudes:

- Program management/logistics management/engineering management/acquisition management skills
- Cost/Risk/Technical/Financial Analysis

- Effective verbal and written communication
- Effective use of software based management and analysis tools

Latitude:

- Nominal supervision

Education/ Experience

- Bachelor's degree

Experience:

- 6 year relevant experience

### **TECHNICAL ANALYST III**

Responsibilities:

- Perform project tasks involving application of specialized technical, logistics, or general management (or acquisition management) skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
- Serve as a support role in execution of program tasks that involve analysis or evaluation of technical, financial, schedule, business, or logistics management aspects of programs
- Serve as a support member in preparation of analyses, reports, and presentations in support to customer task requirements

Skills/Aptitudes:

- Program Technical/Financial/Logistics Analysis
- Effective verbal and written communication
- Effective use of software based analysis tools
- Effective use of software based tools for preparation of reports and presentations

Latitude:

- Nominal supervision

Education/ Experience

- Bachelor's degree

Experience:

- 4 year relevant experience

### **TECHNICAL ANALYST II**

Responsibilities:

- Perform project tasks involving application of technical or management skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
- Serve as a support role to other project staff in execution of program tasks that involve analysis or evaluation of technical, financial, schedule, business, or logistics management aspects of programs
- Serve as a support member in preparation of analyses, reports, and presentations in support to customer task requirements

Skills/Aptitudes:

- Program Technical/Financial/Logistics Analysis
- Effective verbal and written communication
- Effective use of software based tools for preparation of reports and presentations

Latitude:

- Nominal supervision

Education/ Experience

- Bachelor's degree

Experience:

- 3 year relevant experience

## **TECHNICAL ANALYST I**

### Responsibilities:

- Perform project tasks involving application of technical or management skills and knowledge to business/technical systems, subsystems, models/simulations, or architectures
- Serve as a support role to other project staff in execution of program tasks that involve analysis or evaluation of technical, financial, schedule, business or logistics management aspects of programs
- Serve as a support member in preparation of analyses, reports, and presentations in support to customer task requirements

### Skills/Aptitudes:

- Effective verbal and written communication
- Effective use of software based tools for preparation of reports and presentations

### Latitude:

- Nominal supervision

### Education/ Experience

- Bachelor's degree

### Experience:

- 1 year relevant experience

## **TECHNICIAN/TECHNICAL ASSISTANT 4**

### Responsibilities:

- Performs assignments of substantial complexity.
- Develops, tests, evaluates, designs standardization, maintenance, operation or installation of systems and equipment.
- Conducts tests and experiments.
- Prepares test procedures.
- Records, analyzes and evaluates test data.
- Plans, schedules, and coordinates work-flow and executes all phases of complex projects.

### Skills/Aptitudes:

- Assists with maintenance of automated systems.

### Latitude:

- Provides consultation and technical assistance on difficult projects to junior employees.

### Education:

- Technical Degree or Associate's Degree

### Experience:

- Minimum of 10 years

## **TECHNICIAN/TECHNICAL ASSISTANT 3**

### Responsibilities:

- Performs non-routine assignments of moderate complexity.
- Follows test procedures, record measurements using test equipment.
- Provides equipment and instrumentation set-up and operation or system installation and maintenance

### Skills/Aptitudes:

- Conducts field and/or laboratory testing.

### Latitude:

- Provides technical directions and assistance to junior employees.
- Conducts training and development of subordinates from lesson guides.

### Education:

- Technical Degree or Associate's Degree

### Experience:

- Minimum of 5 years

## **TECHNICIAN/TECHNICAL ASSISTANT 2**

Responsibilities:

- Performs routine and non-routine assignments of low to moderate complexity.
- Follows test procedures, conduct tests, takes measurements.
- Records and analyzes test data.

Skills/Aptitudes:

- 

Latitude:

- Work performed under supervision.

Education:

- Technical Degree or Associate's Degree

Experience:

- Minimum of 2 years

**TECHNICIAN/TECHNICAL ASSISTANT 1\*\***

Responsibilities:

- Performs basic tasks from detailed instructions and direction.
- Operates and adjusts simple computer test equipment.
- Performs data entry and minor computer maintenance.

Skills/Aptitudes:

- 

Latitude:

- Work performed under supervision.

Education: Technical Degree or Associate's Degree

Experience:

- 0 years

Labor category minimum requirements			Substitutions				
Labor Category	Min EDU	Min EXP	PhD	Masters	Bachelors	Associate	High School
Program Manager VI	Master's	20	18		22	24	26
Program Manager IV	Master's	16	14		18	20	22
Program Manager III	Master's	14	12		16	18	20
Program Manager II	Master's	12	10		14	16	18
Program Manager I	Master's	10	8		12	14	16
Project Manager V	Bachelor's	15	11	13		17	19
Project Manager IV	Bachelor's	12	8	10		14	16
Project Manager III	Bachelor's	10	6	8		12	14
Project Manager II	Bachelor's	6	2	4		8	10
Project Manager I	Bachelor's	3	0	1		5	7
Senior Scientific Engineer V	Master's	18	16		20	N/A	N/A
Senior Scientific Engineer IV	Master's	16	14		18	N/A	N/A
Senior Scientific Engineer III	Master's	14	12		16	N/A	N/A
Senior Scientific Engineer II	Master's	12	10		14	N/A	N/A
Senior Scientific Engineer	Master's	10	8		12	N/A	N/A

I							
Scientific Engineer V	Bachelor's	18	14	16		N/A	N/A
Scientific Engineer IV	Bachelor's	16	12	14		N/A	N/A
Scientific Engineer III	Bachelor's	14	10	12		N/A	N/A
Scientific Engineer II	Bachelor's	12	8	10		N/A	N/A
Scientific Engineer I	Bachelor's	10	6	8		N/A	N/A
Associate Scientific Engineer V	Bachelor's	8	4	6		N/A	N/A
Associate Scientific Engineer IV	Bachelor's	6	2	4		N/A	N/A
Associate Scientific Engineer III	Bachelor's	4	0	2		N/A	N/A
Associate Scientific Engineer II	Bachelor's	2	N/A	0		N/A	N/A
Associate Scientific Engineer I	Bachelor's	0	N/A	N/A		N/A	N/A
Technical Subject Matter Expert 4	Bachelor's	15	11	13		17	19
Technical Subject Matter Expert 2	Bachelor's	8	4	6		10	12
Technical Subject Matter Expert 1	Bachelor's	4	0	2		6	8
Program Analyst 6	Bachelor's	15	11	13		17	19
Program Analyst 5	Bachelor's	12	8	10		14	16
Program Analyst 4	Bachelor's	8	4	6		10	12
Program Analyst 3	Bachelor's	4	0	2		6	8
Program Analyst 2	Bachelor's	2	N/A	0		4	6
Program Analyst 1	Bachelor's	0	N/A	N/A		2	4
Engineer VII	Master's	13	11		15	N/A	N/A
Engineer VI	Bachelor's	13	9	11		N/A	N/A
Engineer V	Bachelor's	10	6	8		N/A	N/A
Engineer IV	Bachelor's	8	4	6		N/A	N/A
Engineer III	Bachelor's	5	1	3		N/A	N/A
Engineer II	Bachelor's	2	N/A	0		N/A	N/A
Engineer I	Bachelor's	0	N/A	N/A		N/A	N/A
Staff Scientist II	Master's	13	11		15	N/A	N/A
Staff Scientist I	Bachelor's	10	6	8		N/A	N/A
Engineer Assistant V **	Associate's	12	6	8	10		14
Engineer Assistant IV **	Associate's	9	3	5	7		11
Engineer Assistant III **	Associate's	6	0	2	4		8
Engineer Assistant II **	Associate's	3	0	0	1		5
Engineer Assistant I **	Associate's	0	0	0	0		2
Analyst VI	Bachelor's	8	4	6		10	12
Analyst V	Bachelor's	5	1	3		7	9
Analyst IV	Bachelor's	3	0	1		5	7

Analyst III	Bachelor's	2	N/A	0		4	6
Analyst II	Bachelor's	0	N/A	N/A		2	4
Analyst I **	Associate's	2	N/A	N/A	0		4
Program Assistant V	Associate's	12	6	8	10		14
Program Assistant IV	Associate's	9	3	5	7		11
Program Assistant III	Associate's	6	0	2	4		8
Program Assistant II	Associate's	3	N/A	0	1		5
Program Assistant I	Associate's	0	N/A	N/A	N/A		2
Analytical Assistant **	High School	4	N/A	N/A	0	2	
Technician IV	Technical / Associate's	5	0	1	3		7
Technician III	Technical / Associate's	3	N/A	0	1		5
Technician II	High School	4	N/A	N/A	0	2	
Technician Assistant **	High School	1	N/A	N/A	N/A	0	
Senior Assistant	Bachelor's	5	1	3		7	9
Administrative Assistant III **	High School	5	N/A	0	1	3	
Administrative Assistant II **	High School	3	N/A	N/A	0	1	
Administrative Assistant I **	High School	1	N/A	N/A	N/A	0	
Administrative Clerk **	High School	0	N/A	N/A	N/A	N/A	
Subject Matter Expert II	Bachelor's	20	16	18		22	24
Subject Matter Expert I	Bachelor's	15	11	13		17	19
Technical Specialist IV	Bachelor's	12	8	10		14	16
Technical Specialist III	Bachelor's	9	5	7		11	13
Technical Specialist II	Bachelor's	7	3	5		9	11
Technical Specialist I	Bachelor's	3	0	1		5	7
Technical Analyst V	Bachelor's	7	3	5		9	11
Technical Analyst IV	Bachelor's	6	2	4		8	10
Technical Analyst III	Bachelor's	4	0	2		6	8
Technical Analyst II	Bachelor's	3	0	1		5	7
Technical Analyst I	Bachelor's	1	N/A	0		3	5
Technician/Technical Assistant 4	Technical / Associate's	10	4	6	8		12
Technician/Technical Assistant 3	Technical / Associate's	5	0	1	3		7
Technician/Technical Assistant 2	Technical / Associate's	2	N/A	N/A	0		4
Technician/Technical Assistant 1 **	Technical / Associate's	0	N/A	N/A	N/A		2