

Program Manager

- a. **Functional.** Manages multiple projects at diverse locations. Organizes, directs, and coordinates planning and production of all the contractor's contract support activities. Have demonstrated capability for oral and written communications. Meets with Government management personnel, contractor managers, and federal client agency representatives. Formulates and reviews strategic plans and deliverable items, determines contract costs and ensures conformance with standards. Assign, schedules and reviews work of subordinates. Explains policies, purposes and goals of the organization to subordinates.
- b. **Experience/Education Required.** Eight years of information systems, engineering and management experience. Five years in supervision and management of substantive projects involving engineering, systems analysis and development. Bachelor's Degree from an accredited college or university with a major in a related field.

Project Manager

- a. **Functional.** The Project Manager shall have experience commensurate with the scope, size and complexity of the project. Acts as the working level manager making the day-to-day decisions for the project. Responsible for the resolution of managerial and technical problems and for maintaining the day-to-day interface with agency personnel. Plans, directs, and supervises the development of execution of information resource management and Automatic Data Processing (ADP) related applications to complete tasks within contracted time frames and budget constraints. He/She provides daily supervision and direction for personnel performing tasks including scheduling and assigning duties to subordinate team members.
- b. **Experience/Education Required.** Seven years of intensive and progressive experience in management of broad-based ADP projects. Three of the seven years must reflect management of projects applying current technologies and must have occurred within the last five years. Bachelor's Degree from accredited college or university with a major in a related field of study.

Senior Computer Specialist

- a. **Functional.** Reviews tasks performance and work products for correctness, for adherence to design concepts and user requirements and for progress in accordance with contracted schedules. Coordinates with the Project Manager, COR and user agency project managers to ensure solution and user satisfaction for technical matters. Prepares and delivers presentations to peers, subordinates, and user representatives.
- b. **Experience/Education Required.** Ten years of relevant project experience which occurred within the past fifteen years using appropriate tools, techniques and methodologies to perform tasks such as requirements, design, acquisition,

installation, integration, performance evaluation, testing, analytical evaluation, or managed tasks for computers, communications, networks or application systems. Bachelor's Degree from an accredited college or university with a major in a related field of study.

Journeyman Computer Specialist

- a. **Functional.** Performs needs analysis, functional, logical and technical analysis, feasibility studies, cost/benefit studies, life-cycle analysis, briefings and presentations, report writing, and post-implementation evaluations for information management projects. Acts as a functional expert for information resource management. Prepares and delivers presentations to peer, subordinates and user representatives.
- b. **Experience/Education Required.** Five years relevant project experience, which occurred within the past ten years using appropriate tools, techniques and methodologies to perform tasks such as requirements, design, acquisition, installation, integration, performance evaluation, testing, analytical evaluation or management tasks for computers, communications, networks or application systems. Bachelors Degree from an accredited college or university with a major in a related field of study or ten years of relevant project experience.

Junior Computer Specialist

- a. **Functional.** Performs needs analysis, functional, logical and technical analysis, feasibility studies, cost/benefit studies, life-cycle analysis, briefings and presentations, report writing, and post-implementation evaluations for information management projects.
- b. **Experience/Education Required.** One year of relevant project experience which has occurred within the past three years using appropriate tools, techniques, and methodologies to perform tasks such as requirements, design, acquisition, installation integration, performance evaluation, testing, analytical evaluation, or management tasks for computers, communications, networks or application systems. A Bachelors Degree from an accredited college or university with a major in a related field of study or three years of relevant project experience within the past five years.

Technical Editor/Writer

- a. **Functional.** Helps prepare, reviews and edits formal reports and technical documents to ensure that they are well written, grammatically correct and adhere to the required format.
- b. **Experience/Education Required.** Two years or more in the preparation, review, and editing of formal technical reports and documentation. Must be high school graduate or equivalent.

Clerical Support

- a. **Functional.** Prepares Draft and final technical document deliverable items. Responsible for spelling, grammar, proper format, and proofreading of the finished document.
- b. **Experience/Education Required.** Six months experience in a related environment. Must be capable of typing sixty (60) words per minute in a technical narrative form. Must be capable of using word processing programs. Must be high school graduate or equivalent.

Functional Expert

- a. **Functional.** Provides expert consulting, guidance, and advice in strategic technology, organizational of business process issues.
- b. **Experience/Education Required.** This position requires a minimum of fifteen years of experience in the analysis, management, design, implementation and/or operation of complex information systems. Requires recognition as an authority or expert in a management or technology segment of information systems industry. A Master of Science Degree.

Principal Systems Architect

- a. **Functional.** Establishes system requirements using analysis provided by the team members in the development of enterprise-wide or large scale systems. Designs architecture to include the software, hardware and communications to support the total requirements as well as, provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with standards. Applies the concept of operations set of disciplines for the planning, analysis, design and construction of information systems across a major sector of an organization. Develops analytical and computational techniques and methodology for problem solutions. Performs strategic system planning, business information planning, and business analysis. Evaluates analytically and systematically problems of workflow, organization and planning; develops appropriate corrective action. Applies engineering disciplines to develop strategic and planning documents. Provides technical guidance in software engineering techniques.
- b. **Experience/Education Required.** This position requires fifteen years of experience in information systems development, functional and data requirement analysis, systems analysis and design, program design and documentation preparation. A minimum of five years is required in the following: demonstrated experience in managing the implementation of information engineering projects and experience in systems analysis and design. Demonstrated exceptional written and oral communication skills, including giving formal presentations to different audiences, and provides technical direction and leadership to the project team. A Master of Science degree.

Senior Systems Architect

- a. **Functional.** Establishes system requirements using analysis provided by team members in the development of medium to large-scale systems. Designs architecture to include the software, hardware and communications to support the total requirements as well as, provide the present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with standards. Applies operational disciplines for planning, analysis, design and construction of information systems across a sector of an organization. Develops analytical and computational techniques and methodology for problem solutions. Performs tactical systems planning, business information planning, and business analysis. Evaluates analytically and systematically problems of workflow, organization and planning; develops appropriate corrective action. Applies engineering disciplines to develop planning documents. Provides technical guidance in software engineering techniques.
- b. **Experience/Education Required.** This position requires ten years experience in information systems development, functional and data requirements analysis, systems analysis and design, program design and documentation preparation. A minimum of three years experience is required in the following: demonstrated experience in managing the implementation of information engineering projects and experience in systems analysis and design. Demonstrated excellent written and oral communication skills, including giving formal presentations to different audiences. Provides technical direction and oversight to the project team. A Bachelor of Science degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline or fifteen years of relevant work experience.

Senior Systems Engineer

- a. **Functional.** Establishes system requirements using analysis provided by team members in the development of medium to large-scale systems. Designs architecture to include the software, hardware and communications to support the total requirements as well as, provide the present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with standards. Applies operational disciplines for planning, analysis, design and construction of information systems across a sector of an organization. Develops analytical and computational techniques and methodology for problem solutions. Performs tactical systems planning, business information planning, and business analysis. Evaluates analytically and systematically problems of workflow, organization and planning; develops appropriate corrective action. Applies engineering disciplines to develop planning documents. Provides technical guidance in software engineering techniques.

- b. Experience/Education Required. This position requires four years experience in information systems development, functional and data requirements analysis, systems analysis and design, program design and documentation preparation. A minimum of three years experience is required in the following: demonstrated experience in managing the implementation of information engineering projects and experience in systems analysis and design. Demonstrated excellent written and oral communication skills, including giving formal presentations to different audiences. Provides technical direction and oversight to the project team. A Bachelor of Science degree in Computer Science, Information Systems, Engineering, or other related scientific or technical discipline or twelve years of relevant work experience.

Senior Communications Engineer

- a. Functional. Analyzes network characteristic (e.g. traffic, connect time, transmission speeds' packet sizes, and throughput) and recommends procurement, removals and modifications to network components. Designs and optimizes network technologies and site configurations. Plans installations, transitions, and cut-overs of network components and capabilities. Installs, test and operates network and computer (host) communications equipment (e.g.) switches, modems, controllers, terminals and multiplexers); uses and implements communications hardware test and monitoring equipment and analyzes the results. Develops, tests, installs and operates network and computer (host) communications software (e.g. access method and protocol software, application interfaces, transaction processors and emulators); uses and implements communications standards. Coordinates requirements with users and suppliers. Provides technical leadership to project team concerning communications issues.
- b. Experience/Education Required. This position requires a minimum of ten years experience in one of the following; communications software, communications hardware or network specialty. General experience includes all aspects of communication networks. Experience in LAN, WAN and/or MAN's using fiber optic, TI, Ethernet, and twisted pair access technologies. Specialized experience includes appropriate network certification (e.g. CNE, MSCE). A Bachelor's degree in computer science, information systems, engineering, or other related scientific or technical discipline is required or fifteen years of relevant experience.

Master Programmer/Analyst

- a. Functional. Uses proven software and information engineering disciplines to design and implement systems that meet or exceed defined requirements. Leads product development teams and coordinates resources to meet project timelines and budgets. Uses expertise of current modeling and software development tools to rapidly generate system/module prototypes. Performs

configuration management, testing and documentation of complex information systems.

- b. Experience/Education Required. Demonstrated experience of effective application at the SDLC. Specialized experience at least five years or certification in one or more specific development environments, e.g., Powerbuilder, Oracle, Lotus Notes, etc. Bachelor's degree in software engineering, computer science, successful implementation of automated information systems or ten years of general experience.

Information Technician

- a. Functional: Participates in the design of software tools and subsystems. Assists more senior project team members to interpret software requirements and design specifications to code and integrate and test software components. Assists with the analysis of information requirements. Aids in the evaluation of problems with workflow, organization and planning, and helps develop appropriate corrective action. Provides support to users in the areas of e-mail, directories, standard Windows desktop applications, and other specialized applications. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.
- b. Experience/Education Required. An Associate's degree in Computer Science, Information systems or other related scientific or technical discipline or two years of relevant project experience, which has occurred within the past four years.

GSA Position Descriptions

Budget Analyst I

- a. **Function.** Provides detailed budget and execution support. Daily tracking of multiple accounts, obligations, expenses, outlays, disbursements, and collections as part of monthly obligation and expense plans. Develops and interprets many types of financial data. Prepares multiple reports and analyses to preset current financial positions. Attends budget planning meetings and reports salient points to management. Provides objective, quality financial analysis and budget review for the funding and justification of supported programs. As a multi-skilled analyst, provides an ability to operate effectively across diverse areas of responsibility.
- b. **Experience/Education Required.** This position requires a Bachelor degree in Business or other related field. A minimum of two years experience is required.

Budget Analyst II

- a. **Function.** Provides detailed budget and execution support. Daily tracking of multiple accounts, obligations, expenses, outlays, disbursements, and collections as part of monthly obligation and expense plans. Develops and interprets many types of financial data. Prepares multiple reports and analyses to preset current financial positions. Attends budget planning meetings and reports salient points to management. Provides objective, quality financial analysis and budget review for the funding and justification of supported programs. As a multi-skilled analyst, provides an ability to operate effectively across diverse areas of responsibility.
- b. **Experience/Education Required.** This position requires a Bachelor degree in Business or other related field. A minimum of five years experience is required.

Budget Analyst III

- a. **Function.** Provides detailed budget and execution support. Daily tracking of multiple accounts, obligations, expenses, outlays, disbursements, and collections as part of monthly obligation and expense plans. Develops and interprets many types of financial data. Prepares multiple reports and analyses to preset current financial positions. Attends budget planning meetings and reports salient points to management. Provides objective, quality financial analysis and budget review for the funding and justification of supported programs. As a multi-skilled analyst, provides an ability to operate effectively across diverse areas of responsibility.
- b. **Experience/Education Required.** This position requires a Bachelor degree in Business or other related field. A minimum of ten years experience is required.

Privacy Act Specialist I

- a. **Function.** Provides direct program support for information affected by the Privacy Act and Freedom of Information Act that involves privacy issues. Research of pertinent laws, rules, regulations, directives and policies. Provide on-going review of existing documentation for current legal authority and making determinations as to whether they accurately reflect the types of records and personal data collected.
- b. **Experience/Education Required.** This position requires a Bachelor degree in Business or other related field. A minimum of two years experience is required.

Privacy Act Specialist II

- a. **Function.** Provides direct program support for information affected by the Privacy Act and Freedom of Information Act that involves privacy issues. Research of pertinent laws, rules, regulations, directives and policies. Provide on-going review of existing documentation for current legal authority and making determinations as to whether they accurately reflect the types of records and personal data collected.
- b. **Experience/Education Required.** This position requires a Bachelor degree in Business or other related field. A minimum of five years experience is required.

Privacy Act Specialist III

- a. **Function.** Provides direct program support for information affected by the Privacy Act and Freedom of Information Act that involves privacy issues. Research of pertinent laws, rules, regulations, directives and policies. Provide on-going review of existing documentation for current legal authority and making determinations as to whether they accurately reflect the types of records and personal data collected.
- b. **Experience/Education Required.** This position requires a Bachelor degree in Business or other related field. A minimum of ten years experience is required.

Administrative Support Specialist I

- a. **Function.** Provides direct support and assistance to the Head of a Department or equivalent position. Administrative support includes, but is not limited to:
 - Receives and processes incoming telephone calls.
 - Facilitates communication with staff and external agencies as directed.
 - Maintains the office calendar and schedules key events, meetings and conferences as directed.
 - Makes travel arrangements.
 - Distributes and routes incoming correspondence to appropriate staff.
 - Prepares and reviews executive correspondence, reports and other documents.

- Ensures that all office correspondence is prepared in the proper format and in accordance with staffing procedures.
 - Utilizes a variety of software packages (e.g., MS Office Suite) to produce documents.
 - Establishes and maintains an efficient filing system.
 - Ensures standard office supplies are on hand to meet executive needs and coordinates for re-supply as necessary.
- b. Experience/Education Required. This position requires a High School degree. A minimum of two years experience is required.

Administrative Support Specialist II

- a. Function. Provides direct support and assistance to the Head of a Department or equivalent position. Administrative support includes, but is not limited to:
- Receives and processes incoming telephone calls.
 - Facilitates communication with staff and external agencies as directed.
 - Maintains the office calendar and schedules key events, meetings and conferences as directed.
 - Makes travel arrangements.
 - Distributes and routes incoming correspondence to appropriate staff.
 - Prepares and reviews executive correspondence, reports and other documents.
 - Ensures that all office correspondence is prepared in the proper format and in accordance with staffing procedures.
 - Utilizes a variety of software packages (e.g., MS Office Suite) to produce documents.
 - Establishes and maintains an efficient filing system.
 - Ensures standard office supplies are on hand to meet executive needs and coordinates for re-supply as necessary.
- b. Experience/Education Required. This position requires a High School degree. A minimum of 5 years experience is required.

Administrative Support Specialist III

- a. Function. Provides direct support and assistance to the Head of a Department or equivalent position. Administrative support includes, but is not limited to:
- Receives and processes incoming telephone calls.
 - Facilitates communication with staff and external agencies as directed.
 - Maintains the office calendar and schedules key events, meetings and conferences as directed.
 - Makes travel arrangements.
 - Distributes and routes incoming correspondence to appropriate staff.
 - Prepares and reviews executive correspondence, reports and other documents.
 - Ensures that all office correspondence is prepared in the proper format and in accordance with staffing procedures.

- Utilizes a variety of software packages (e.g., MS Office Suite) to produce documents.
 - Establishes and maintains an efficient filing system.
 - Ensures standard office supplies are on hand to meet executive needs and coordinates for re-supply as necessary.
- b. Experience/Education Required. This position requires a Bachelor. A minimum of ten years experience is required.

Information Assurance Analyst I

- a. Function. Provides direct support on information security and procedures and provides technical guidance as necessary. Acts as the primary organizer of data and organizer of events. Keeps accurate Information of Assurance (IA) data, disseminating critical information concerning IA measures, validating security levels mandated by Agency, Department of Defense (DOD), and congressional regulations. Works closely with government and contractor who are responsible for mission critical information and the effective execution of IA strategies for systems, networks and web sites.
- b. Experience/Education Required. This position requires a Bachelor degree in Computer Science or other related field. A minimum of five years experience is required.

Information Assurance Analyst II

- a. Function. Provides direct support on information security and procedures and provides technical guidance as necessary. Acts as the primary organizer of data and organizer of events. Keeps accurate Information of Assurance (IA) data, disseminating critical information concerning IA measures, validating security levels mandated by Agency, Department of Defense (DOD), and congressional regulations. Works closely with government and contractor who are responsible for mission critical information and the effective execution of IA strategies for systems, networks and web sites.
- b. Experience/Education Required. This position requires a Bachelor degree in Computer Science or other related field. A minimum of ten years experience is required.

Information Assurance Analyst III

- a. Function. Provides direct support on information security and procedures and provides technical guidance as necessary. Acts as the primary organizer of data and organizer of events. Keeps accurate Information of Assurance (IA) data, disseminating critical information concerning IA measures, validating security levels mandated by Agency, Department of Defense (DOD), congressional regulations. Works closely with government and contractor who are responsible

for mission critical information and the effective execution of IA strategies for systems, networks and web sites.

- b. Experience/Education Required. This position requires a Bachelor degree in Computer Science or other related field. A minimum of fifteen years experience is required.