



## Ocean Associates, Inc.

Professional Consulting, Management & Technology Strategies

4007 N. Abingdon Street  
Arlington, Virginia, USA 22207  
<https://www.oceanassoc.com>

Phone 703-388-9548  
Fax: 815-346-2574  
Email: [oceanassociates@oceanassoc.com](mailto:oceanassociates@oceanassoc.com)

# 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 are available through GSA *Advantage!*®, a menu-driven database system. The INTERNET address GSA *Advantage!*® is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

Federal Supply Classification (FSC) Group

## Multiple Award Schedule

Contract number: **GS-35F-372GA**

Contract period: **4/15/22-4/14/27**

**Ocean Associates, Inc. (OAI)**

**Registered Doing Business As (DBA) - OAI Consulting**

**4007 N. Abingdon St. Arlington, Virginia 22207 2920**

**Phone:(703) 388-9548 Fax: (815) 346-2574**

**Web Site: <https://www.oceanassoc.com>**

**Email: [JohnEverett@oceanassoc.com](mailto:JohnEverett@oceanassoc.com)**

Business size: **Woman Owned Small Business**

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).

**Pricelist current through Modification A839 dated December 23, 2021**

Prices Shown Herein are Net (discount deducted)



Contract Holder

## Table of Contents

Ocean Associates, Inc. (OAI) Information .....	3
Awarded Service Categories .....	5
Description of OAI Services, Background & Capabilities .....	8
Services Pricing/Labor Rates .....	11
Awarded Labor Categories/Descriptions .....	20

## Ocean Associates, Inc. (OAI) Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	Recovery	SIN Title
54151S	54151SRC	IT Professional Services
541330ENG	541330ENGRC	Engineering
541370GIS	541370GISRC	Geographic Information Systems (GIS)
541611	541611RC	Management and Professional Consulting
541620	541620RC	Environmental Consulting
541715	541715RC	Engineering R&D and Strategic Planning
611430	611430RC	Professional and Mang. Development Training
OLM	OLMRC	Order Level Materials
Ancillary	AncillaryRC	Ancillary Supplies and Services

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 prices in catalog 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 Labor Category Descriptions in catalog below.**

2. Maximum order: **\$1,000,000**

3. Minimum order: **\$100**

4. Geographic coverage (delivery area). **Worldwide**

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). Please see price list below for details**

7. Quantity discounts. **Quantity Volume discounts of an additional 2% will be offered for orders in a single task order over \$300,000.00**

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. **Net 30 days**

9. Foreign items (list items by country of origin). **Not Applicable**
- 10a. Time of delivery. (Contractor insert number of days.) **To Be Determined at the Task Order level**
- 10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. **Contact Contractor or To Be Determined at the Task Order level**
- 10c. Overnight and 2-day delivery. **Contact Contractor or To Be Determined at the Task Order level**
- 10d. Urgent Requirements. **Contact Contractor or To Be Determined at the Task Order level**
11. F.O.B. point(s). **Destination**
- 12a. Ordering address(es). **Same as company address**
- 12b. 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.
13. Payment address(es). **Same as company address**
14. Warranty provision. **Standard Commercial Warranty Terms & Conditions**
15. Export packing charges, if applicable. **Not Applicable**
16. Terms and conditions of rental, maintenance, and repair (if applicable). **Not Applicable**
17. Terms and conditions of installation (if applicable). **Not Applicable**
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not Applicable**
- 18b. Terms and conditions for any other services (if applicable). **Not Applicable**
19. List of service and distribution points (if applicable). **Not Applicable**
20. List of participating dealers (if applicable). **Not Applicable**
21. Preventive maintenance (if applicable). **Not Applicable**
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **Not Applicable**

22b. 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. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/). **Not Applicable**

23. Unique Entity Identifier (UEI) number. **DUNS 129300799; UEI D56MGN45L3Y3**

24. Notification regarding registration in System for Award Management (SAM) database. **Contractor registered and active in SAM**

### **Awarded Service Categories**

**Ocean Associates, Inc. has been awarded categories: 54151S, 541330ENG, 541370GIS, 541611, 541620, 541715, 611430, Order Level Materials and Ancillary.**

**54151S: Information Technology Professional Services:** IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.

**541330ENG: Engineering Services** include: applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.

**541370GIS: Geographic Information Systems (GIS)** include: services provided in support of environmental program include: cultural resource GIS (CRGIS); groundwater monitoring; growth forecast modeling; habitat conservation plans; habitat modeling; image analysis support for emergency response; mapping, cartography, and mashups (e.g., combining data from more than one source into a single integrated tool to include aerial mapping); migration pattern analysis; natural resource planning; remote sensing for environmental studies; terrestrial, marine, and/or atmospheric measuring/management; vegetation mapping; and watershed characterization for mitigation planning.

**541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services** include: providing operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services,

economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

**541620: Environmental Consulting Services** include: providing advice and assistance to businesses and other organizations on environmental issues, such as the control of environmental contamination from pollutants, toxic substances, and hazardous materials; Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans. This includes identifying problems (e.g., inspect buildings for hazardous materials), measure and evaluate risks, and recommend solutions. multi-disciplined staff of scientists, engineers, and other technicians with expertise in areas, such as air and water quality, asbestos contamination, remediation, ecological restoration, and environmental law such as Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13693 in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA).

**541715: Engineering Research and Development and Strategic Planning** services include: conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as; such as agriculture, electronics, environmental, biology, botany, computers, chemistry, food, fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects. Typical tasks include, but are not limited to, analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting; requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services; operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting.

**611430: Professional Management and Development Training** services include: offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods. Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses;

Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit & Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.

**Order Level Materials (OLMs)** are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs. OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

**Ancillary Supplies and/or Services** are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to complement a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule.

## **Description of OAI Services, Background & Capabilities**

Ocean Associates, Inc. (OAI), DBA OAI Consulting, is a Women Owned Small Business (WOSB) established in 2003 and has been providing professional consulting and technical services to private firms, federal and state governments, UN agencies, and non-governmental organizations (NGOs) for 19 years. Originally focused on ocean, coastal, and fisheries science, and stewardship, we have now expanded across government and private sectors into IT, organizational management, logistics, acquisition, marketing, and cost reduction and development strategies. Our experts couple diverse work experience as IT professionals, scientists, engineers and senior managers with exceptional educational backgrounds and contacts throughout the USA and the globe. We are licensed with employees in 23 states plus contractors in several countries. Outside of the Oceans and Fisheries contracting environment, we operate as OAI Consulting.

The organization of OAI is designed to provide the highest level of expertise to its clients at the fairest cost. OAI's 21 Senior Associates have worked together over decades and joined forces to work as a team to provide professional consulting services. They each have over 30 years of experience in conducting IT, scientific, engineering, and management projects throughout the world. Additional senior and junior personnel and outside staff are quickly available to provide specialized skills or additional support. These people will be brought on board to support a task through direct employment or through sub-contracts. Senior managers work together along with 250-300 employees and consultants. For one project, we hired over 20 people during a weekend for a new Government contract and had all on the job within 3 days of signing.

### **Information Technology Services:**

Upon winning a broad multi-location IDIQ in 2009, OAI developed extensive IT experience including programming, database design, data entry, website design, help desk operations, software acquisition and setup, and data center operations. Prior to performing these multiple IT tasks, OAI staff personally and subsequently under corporate management designed and implemented the UN Atlas of the Oceans (based in Rome), and several commercial websites. Our people, whether personally or through OAI, have performed virtually all aspects of IT in broad sectors of society, including coal and diamond mining, food processing plants, DOD logistics and fuel supply, IT equipment and software setup, maintenance, training, facility operation, and IT security services. For some people, IT is their career: for example, the programmers and statisticians responsible for developing analytical software and linking it to databases of several organizations so that staff can conduct modeling experiments or analyses. For others IT is an integral part of their position, such as the Communications Specialists who develop and operate agency websites and train staff in their use in order to accomplish their communication missions, and for state governments.

Teams can be fielded quickly on IT assignments, anywhere, to provide staffing or to do analyses, plans, evaluations, outreach and reports on:

- Information Technology professional services
- Engineering projects of all types





- Environmental Projects of all types
- Acquisition Services

Professional IT services include:

- Database planning and design,
- Systems strategy and architecture, analysis and design,
- Cyber security and information assurance,
- Facilities operation and management,
- Helpdesk and desktop management,
- Data conversion,
- Network management,
- Internet and Intranet information sharing and collaboration,
- Geographic Information Systems (GIS)
- Graphic design, technical writing and editing, and digital marketing,
- Review of web-sites for adequacy, consistency, rule compliance, currency, function.

**Professional Services include:**

Teams can be fielded quickly, anywhere, to provide staffing or to do analyses, plans, evaluations, outreach and reports on:

- Science and engineering projects of all types
- All elements of organizational administration and management: Planning, Organizing, Staffing, Directing, Coordinating, Reviewing and Budgeting
- Commercial and Recreational fisheries research and stewardship
- Aquaculture: freshwater and marine
- Issues in aquatic ecosystems: e.g., pollution, climate change, disease
- Ocean issues, remote sensing, oceanography, coordination, jurisdiction
- Protected fish, mammals, and turtles research, conservation and management
- Fisheries in developing nations: research, development, and management
- Planning and evaluation of environmental projects of all types
- Research vessels and facilities: specifications, design, construction oversight and phase-in
- Marine sanctuaries, preserves, and other protected areas and resources

Capabilities include:

- Acquisition support from market research to contract award
- Professional engineering services - from identification of needs to oversight and delivery
- Strategic planning and evaluation from the program level to Agency and Department level
- Legislative affairs: from drafting legislation to coordinating and tracking progress
- Organization and preparation of studies, status reviews, and symposium reports
- Project identification, management, logistics and/or oversight
- Reviews of programs, plans, or problems and report preparation
- Analyses, need assessments, tactical and strategic plans, budget recommendations, reports
- Attendance at meetings to gather information, make contacts, and represent the client



- Provision of secretariat services to treaty conventions, associations, or similar groups
- Review of web-sites for adequacy, consistency, rule compliance, currency, function
- Arranging payment to domestic and international collaborators
- Workshops and training in office information technology, NEPA, and human relations issues
- Sector studies and development planning
- Literature reviews
- Education and outreach
- Preparation of grant applications and budget requests
- Workshop and seminar planning and administration
- Development of materials and training of environmental staff in environmental procedures
- Development and application of GIS approaches to societal and environmental issues

## Services Pricing/Labor Rates

### IT Services Pricing/Labor Rates

Prices for Ancillary Supplies and/or Services

Item	Category	Awarded Labor Category	Min Edu	Min Exp	GSA Price
1	132.100	Clerical/ Administrative/ Technician I	High School	0	\$ 33.84

Prices for category 54151S: Information Technology Professional Services.

Item	Category	Awarded Labor Category	Min Edu	Min Exp	GSA Price
2	54115S	Administrative/ Technician I	High School	2	\$ 48.82
3	54115S	Administrative/ Technician II	Bachelors	3	\$ 78.18
4	54115S	IT Project Manager I	Bachelors	1	\$ 51.80
5	54115S	IT Project Manager II	Bachelors	3	\$ 78.18
6	54115S	IT Project Manager III	Bachelors	5	\$ 88.69
7	54115S	IT Project Manager IV	Bachelors	7	\$ 100.06
8	54115S	IT Consultant I	Bachelors	5	\$ 88.69
9	54115S	IT Consultant II	Bachelors	8	\$ 130.23
10	54115S	IT Consultant III	Bachelors	12	\$ 207.78
11	54115S	IT Consultant IV	Bachelors	15	\$ 269.45
12	54115S	Systems Administrator I	High School	1	\$ 48.82
13	54115S	Systems Administrator II	Bachelors	3	\$ 52.05
14	54115S	Systems Administrator III	Bachelors	5	\$ 88.69
15	54115S	Systems Administrator IV	Bachelors	7	\$ 109.59
16	54115S	Systems Administrator V	Bachelors	10	\$ 160.42
17	54115S	Systems Engineer I	High School	1	\$ 48.82
18	54115S	Systems Engineer II	Bachelors	3	\$ 52.05
19	54115S	Systems Engineer III	Bachelors	5	\$ 88.69
20	54115S	Systems Engineer IV	Bachelors	7	\$ 109.59
21	54115S	Systems Engineer V	Bachelors	10	\$ 160.42
22	54115S	Software Engineer I	High School	1	\$ 48.82
23	54115S	Software Engineer II	Bachelors	3	\$ 52.05
24	54115S	Software Engineer III	Bachelors	5	\$ 88.69
25	54115S	Software Engineer IV	Bachelors	7	\$ 109.59
26	54115S	Software Engineer V	Bachelors	10	\$ 160.42



27	54115S	Business Analyst I	High School	1	\$ 48.82
28	54115S	Business Analyst II	Bachelors	3	\$ 52.05
29	54115S	Business Analyst III	Bachelors	5	\$ 78.18
30	54115S	Business Analyst IV	Bachelors	7	\$ 88.69
31	54115S	Business Analyst V	Bachelors	10	\$ 109.59
32	54115S	Developer I	High School	1	\$ 48.82
33	54115S	Developer II	Bachelors	3	\$ 52.05
34	54115S	Developer III	Bachelors	5	\$ 88.69
35	54115S	Developer IV	Bachelors	7	\$ 109.59
36	54115S	Developer V	Bachelors	10	\$ 160.42
37	54115S	Web Designer/Developer I	High School	1	\$ 48.82
38	54115S	Web Designer/Developer II	Bachelors	3	\$ 52.05
39	54115S	Web Designer/Developer III	Bachelors	5	\$ 88.69
40	54115S	Web Designer/Developer IV	Bachelors	7	\$ 109.59
41	54115S	Web Designer/Developer V	Bachelors	10	\$ 160.42
42	54115S	Database Administrator I	High School	1	\$ 48.82
43	54115S	Database Administrator II	Bachelors	3	\$ 52.05
44	54115S	Database Administrator III	Bachelors	5	\$ 88.69
45	54115S	Database Administrator IV	Bachelors	7	\$ 109.59
46	54115S	Database Administrator V	Bachelors	10	\$ 160.42
47	54115S	Network Engineer I	High School	1	\$ 48.82
48	54115S	Network Engineer II	Bachelors	3	\$ 52.05
49	54115S	Network Engineer III	Bachelors	5	\$ 88.69
50	54115S	Network Engineer IV	Bachelors	7	\$ 109.59
51	54115S	Network Engineer V	Bachelors	10	\$ 160.42
52	54115S	Information Assurance Engineer I	High School	1	\$ 48.82
53	54115S	Information Assurance Engineer II	Bachelors	3	\$ 52.05
54	54115S	Information Assurance Engineer III	Bachelors	5	\$ 88.69
55	54115S	Information Assurance Engineer IV	Bachelors	7	\$ 109.59
56	54115S	Information Assurance Engineer V	Bachelors	10	\$ 160.42
57	54115S	Help Desk Specialist I	High School	1	\$ 46.52
58	54115S	Help Desk Specialist II	Bachelors	3	\$ 48.82
59	54115S	Help Desk Specialist III	Bachelors	5	\$ 52.05
60	54115S	Help Desk Specialist IV	Bachelors	7	\$ 88.69

61	54115S	Computer Operator	High School	2	\$ 46.52
62	54115S	Computer Support Technician	High School	2	\$ 42.60

Labor rates are inclusive of corporate licenses, fees, taxes, GSA Industrial Funding Fee of 0.75% and other overhead and profit and apply at client's location or OAI or as agreed.

Reasonableness - Rates are based on education and experience. OAI Bands are directly comparable to Federal General Schedule (GS) pay bands (for equivalent education and experience) and as grouped by the Department of Commerce (DOC) in its Performance Pay System. To assist clients in selecting the appropriate level of personnel, this information is included in the Labor Table below.

<b>Labor Category</b>	<b>OAI Band</b>	<b>DOC Band (GS Level)</b>
Clerical/Admin/Technician I	1	I-II (GS3-5)
Admin/Technician II	2	I-II (GS5-7)
Help Desk Specialist I Computer Operator Computer Technician	2	II-III (GS7-12)
Systems Administrator I Systems Engineer I Software Engineer I Business Analyst I Developer I Web Designer/Developer I Database Administrator I Network Engineer I Information Assurance Engineer I Help Desk Specialist II	2	II-III (GS7-12)
IT Project Manager I Systems Administrator II Systems Engineer II Software Engineer II Business Analyst II Developer II Web Designer/Developer II Database Administrator II Network Engineer II Information Assurance Engineer II Help Desk Specialist III	3	II-III (GS7-12)
	4	III-IV (GS11-14)
Administrative Technician III IT Project Manager II Business Analyst III	5	IV-V (GS13-15)

<b>Labor Category</b>	<b>OAI Band</b>	<b>DOC Band (GS Level)</b>
IT Project Manager III IT Consultant I Systems Administrator III Systems Engineer III Software Engineer III Business Analyst IV Developer III Web Designer/Developer III Database Administrator III Network Engineer III Information Assurance Engineer III Help Desk Specialist IV	6	IV-V (GS13-15)
IT Project Manager IV	7	V (GS15)
Systems Administrator IV Systems Engineer IV Software Engineer IV Business Analyst V Developer IV Web Designer/Developer IV Database Administrator IV Network Engineer IV Information Assurance Engineer IV	8	V (GS15)
IT Consultant II	9	V (GS15)+ SES
Systems Administrator V Systems Engineer V Software Engineer V Developer V Web Designer/Developer V Database Administrator V Network Engineer V Information Assurance Engineer V	10	SES+
IT Consultant III	11	SES+
IT Consultant IV	12	SES+

### **Professional Services Pricing/Labor Rates**

Prices are for Categories 541330ENG: Engineering Services, 541370GIS: Geographic Information Systems Services, 541611 Management and Financial Consulting, Acquisition and Grants Management Support and Business Program and Project Management Services, 541620 Environmental Consulting Services, 541715 Engineering Research and Development and Strategic Planning, 611430 Professional and Management Development Training, Order Level Materials (fully burdened: off-site and on-site). Position Descriptions and Qualifications for each price are included after the table in Section 29: Labor Category Descriptions. Other degrees of

the same class may be substituted: e.g., Masters Degrees (MS, MSc., MBA, MPA) are considered equal. Education may be substituted for experience where appropriate, usually at a ratio of 1:1 and is discussed with the descriptions. Labor rates are inclusive of corporate licenses, fees, taxes, GSA Industrial Funding Fee of 0.75% and other overhead and profit and apply at client's location or OAI or as agreed.

Item	Category	Awarded Labor Category	Min Edu	Min Exp	Site	GSA Price
1	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Clerical/Administrative (General)**	High School	1	Both	\$ 51.94
2	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Consultant	Bachelors	5	Both	\$ 88.73
3	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Senior Consultant	Masters	10	Both	\$ 109.40
4	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Supervisory Consultant	Masters	15	Both	\$ 121.55
5	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Editor/Graphics Specialist	Bachelors	3	Both	\$ 58.35
6	541330ENG 541370GIS 541611	Engineer	Bachelors	5	Both	\$ 88.73

Item	Category	Awarded Labor Category	Min Edu	Min Exp	Site	GSA Price
	541620 541715 611430 OLM					
7	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Senior Engineer	Masters	10	Both	\$ 109.40
8	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Project Manager	Ph.D.	15	Both	\$ 145.87
9	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Junior Scientist/ Technician/Admin.	Bachelors	2	Both	\$ 51.06
10	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Senior Technician/Admin	Bachelors	3	Both	\$ 76.58
11	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Scientist	Bachelors	5	Both	\$ 76.58
12	541330ENG 541370GIS 541611 541620 541715	Senior Scientist	Masters	10	Both	\$ 109.40



Item	Category	Awarded Labor Category	Min Edu	Min Exp	Site	GSA Price
	611430 OLM					
13	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Systems Analyst I (Human, Biological, Integrated)	Bachelors	0	Both	\$ 46.54
14	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Systems Analyst I (Physical and Technical)	Bachelors	0	Both	\$ 46.54
15	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Systems Analyst II (Human, Biological, Integrated)	Bachelors	3	Both	\$ 75.83
16	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Systems Analyst II (Physical and Technical)	Bachelors	3	Both	\$ 75.83
17	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Senior Systems Analyst (Human, Biological, Integrated)	Bachelors	5	Both	\$ 83.84
18	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Senior Systems Analyst (Physical and Technical)	Bachelors	5	Both	\$ 83.84



Item	Category	Awarded Labor Category	Min Edu	Min Exp	Site	GSA Price
19	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Principal Systems Analyst (Human, Biological, Integrated)	Masters	10	Both	\$ 98.40
20	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Principal Systems Analyst (Physical and Technical)	Masters	10	Both	\$ 98.40
21	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Technical Writer I	Bachelors	0	Both	\$ 32.82
22	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Technical Writer II	Bachelors	3	Both	\$ 75.83
23	541330ENG 541370GIS 541611 541620 541715 611430 OLM	Senior Technical Writer	Masters	10	Both	\$ 94.02



**Service Contract Labor Standards (SCLS) Matrix:**

<b>SCA/SCLS Matrix</b>		
<b>SCLS Eligible Contract Labor Category/Fixed Price Service</b>	<b>SCLS Equivalent Code Title</b>	<b>WD Number</b>
Clerical / Administrative (General)	01020 Administrative Assistant	2015-5635Revision 8 01/10/18

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).

Reasonableness - Rates are based on education and experience. OAI Bands are directly comparable to Federal General Schedule (GS) pay bands (for equivalent education and experience) and as grouped by the Department of Commerce (DOC) in its Performance Pay System. To assist clients in selecting the appropriate level of personnel, this information is included in the Labor Table below.

<b>Labor Category</b>	<b>OAI Band</b>	<b>DOC Band (GS Level)</b>
Technical Writer	1	I-II (GS3-5)
Clerical/Administrative (General)	2	I-II (GS3-5)
Systems Analyst, Historian, Geographer, Sociologist	2	I-II (GS5-7)
Jr. Scientist /Technician/Admin.	2	II-III (GS7-12)
Editor/Graphics Spec.	3	III (GS11-12)
Systems Analyst, Historian, Geographer, Sociologist	4	III-IV (GS11-14)
Technical Writer	5	IV-V (GS13-15)
Sr. Systems Analyst, Historian, Geographer, Sociologist	5	IV-V (GS13-15)
Sr. Technician/Scientist/Admin.	5	IV (GS13-14)
Scientist /Consultant /Engineer	6	IV-V (GS13-15)
Sr. Technical Writer II	6	IV-V (GS13-15)
Principal Systems Analyst, Historian, Geographer, Sociologist	7	V (GS15)
Senior Scientist /Consultant/ Engineer	8	V (GS15)
Supervisory Consultant	9	V (GS15)+ SES
Project Manager	10	SES+

Keywords to help users find us include: outreach, fish, ocean, fisheries, corals, environment, modeling, marine turtles, sharks, seals, sea lions, whales, dolphins, porpoise, mammals cetaceans NOAA, NOS, OAR, NWS, Sanctuary, sanctuaries, NMFS, FWS, USGS, EPA, NPS, BLM, BOEM, Reclamation, Interior, coastal, ship, Information Technology, Acquisition, Procurement,

Admin, Administrative, Logistics, climate change, global warming, acidification, regulation, research, science, generator sets, acquisition support, strategic planning, program management, management consulting, NEPA, CITES, MMPA, Magnuson Act, river, coast, Greenhouse, gas, gasses, carbon dioxide, solar cycles, tornados, green energy, solar subsidies, renewable energy, global cooling, ENSO, weather, el Niño, zoos, aquariums, CITES, accreditation

## Awarded Labor Categories/Descriptions

### IT Labor Category Descriptions

#### 1. Clerical/Administrative/Technician I (1)

**Functional Responsibilities:** For clerical/administrative roles, provides office clerical, secretarial, and administrative functions including but not limited to program support administration, financial analysis, reporting, information management, travel management, inventory control and clerical support. In IT roles, assists in installation, configuration and integration of hardware, software and network components as directed. This is an entry level position and works under general supervision.

**Minimum Education:** High School Diploma

**Minimum Experience:** No experience required

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Associate's Degree with no experience

#### 2. Administrative/Technician II (2)

**Functional Responsibilities:** Provides intermediate subject matter expertise in administrative systems, IT, science, engineering and related areas under guidance of senior staff. In IT, serves as expert in software setup and use, network use, and maintenance of information systems. Assists in installation, configuration and integration of hardware, software and network components as directed. In administrative roles, performs office clerical, secretarial, and administrative functions including but not limited to program support administration, financial analysis, reporting, information management, travel management, inventory control and clerical support. Works under general supervision.

**Minimum Education:** High School Diploma

**Minimum Experience:** 2 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Associate's Degree and 1 year of relevant experience

Bachelor's Degree with no experience

#### 3. Administrative/Technician III (5)

**Functional Responsibilities:** Provides subject matter expertise in administrative systems, IT, science, engineering and related areas under guidance of senior staff. In IT, serves as expert in software setup and use, network use, and maintenance of information systems. Supervises installation, configuration and integration of hardware, software and network components. In administrative roles, performs office clerical and administrative functions including but not limited to program support administration, financial analysis, reporting, information management, travel management, inventory control, briefings/presentations



and clerical support. Works with limited supervision and direction. Required to use judgment and initiative in problem solving. Provides supervision to junior administrative assistants.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Associate's Degree and 6 years of relevant experience

Master's degree with no experience

#### 4. IT Project Manager I (3)

**Functional Responsibilities:** Manages one or more aspects on a client project. Activities include, but are not limited to, project planning, project monitoring and control, technical oversight, personnel management, risk management, supplier management, reporting and customer coordination. Works under supervision of more senior project manager for large, complicated projects. Supports a client's senior managers.

**Minimum Education:** Bachelor's Degree in Information Technology, Engineering, Business, Science or relevant field.

**Minimum Experience:** 1 year of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Associate's Degree and 3 years of relevant experience

#### 5. IT Project Manager II (5)

**Functional Responsibilities:** Manages one or more aspects on a client project. Activities include, but are not limited to, project planning, project monitoring and control, technical oversight, personnel management, risk management, supplier management, reporting and customer coordination. Works under supervision of more senior project manager for large, complicated projects. Supports a client's senior managers. May mentor IT Project Manager I.

**Minimum Education:** Bachelor's Degree in Information Technology, Engineering, Business, Science or relevant field.

**Minimum Experience:** 3 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Associate's Degree and 6 years of relevant experience

#### 6. IT Project Manager III (6)

**Functional Responsibilities:** Manages one or more client projects. Activities include, but are not limited to, project planning, project monitoring and control, technical oversight, personnel management, risk management, supplier management, and reporting. Responsible for technical, cost and schedule performance of the project. Interacts directly with the client as needed to coordinate program activities. Supports client's senior managers. May supervise and/or mentor IT Project Manager I and II.

**Minimum Education:** Bachelor's Degree in Information Technology, Engineering, Business, Science or relevant field.

**Minimum Experience:** 5 years of relevant experience



***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Master's degree and 2 years of relevant experience

**7. IT Project Manager IV (7)**

***Functional Responsibilities:*** Plan and direct technological improvements and project management implementation. Encompasses all management functions necessary to manage the planning and execution of IT systems throughout the engineering lifecycle. Responsible for technical, cost and schedule performance of the project. Provides programmatic oversight and direction on behalf of a customer to support the development of such systems. Provides supervision to junior project managers on complex client assignments. May supervise and/or mentor IT Project Manager I, II, and III.

***Minimum Education:*** Bachelor's Degree in Information Technology, Engineering, Business, Science or relevant field.

***Minimum Experience:*** 7 years of relevant experience

***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Master's degree and 5 years of relevant experience

**8. IT Consultant I (6)**

***Functional Responsibilities:*** Mid-level subject matter or industry expert in technical or functional field. Provides consultative services for projects related to their area of expertise. Provides mid-level subject matter expertise in information technology, engineering, business, administrative systems, or other acquisition programs. Gathers data, conducts analysis, produces and reviews deliverables (reports, briefings, etc). Works independently or as part of a project team.

***Minimum Education:*** Bachelor's Degree in Information Technology, Engineering, Business, Science or relevant field.

***Minimum Experience:*** 5 years of relevant experience

***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Master's Degree and 2 years of relevant experience

**9. IT Consultant II (9)**

***Functional Responsibilities:*** Subject matter or industry expert in a technical or functional field. Provides consultative services for projects related to their area of expertise. Provides senior level subject matter expertise in information technology, engineering, business, acquisitions, administrative systems and related areas at state, national and/international level. Leads small teams to gather data, conduct analysis, produce and review deliverables (reports, briefings, etc). Provides program and task order management support. May supervise other more junior staff. Works with minimal supervision.

***Minimum Education:*** Bachelor's Degree in Information Technology, Engineering, Business, Science or relevant field.

***Minimum Experience:*** 8 years of relevant experience

***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Master's degree and 5 years of relevant experience

## 10. IT Consultant III (11)

**Functional Responsibilities:** Recognized as a subject matter or industry expert in technical or functional field. Provides consultative services for projects related to area of expertise. Provides senior level subject matter expertise in information technology, engineering, business, administrative systems, acquisitions and related areas at state, national and/or international level. Leads project teams to gather data, conduct analysis, produce and review deliverables (reports, briefings, etc.). Provides technical oversight of individual projects and program management. Supports senior client staff. May supervise subcontractors.

**Minimum Education:** Bachelor's Degree in Information Technology, Engineering, Business, Science or relevant field.

**Minimum Experience:** 12 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's degree and 10 years work experience

## 11. IT Consultant IV (12)

**Functional Responsibilities:** Widely recognized as a subject matter or industry expert in technical, engineering or functional field. Provides consultative services for programs related to their area of expertise. Provides senior level subject matter expertise in information technology, engineering, business, administrative systems, acquisitions and related areas at state, national and/or international levels. Leads project teams to gather data, conduct analysis, produce and review deliverables (reports, briefings, etc). Provides technical oversight of individual projects and program management. Point of contact for interaction with senior client management and staff.

**Minimum Education** Bachelor's Degree Information Technology, Engineering, Business, Science or relevant field.

**Minimum Experience:** 15 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's Degree and 12 years of relevant experience

## 12. Systems Administrator I (2)

**Functional Responsibilities:** Maintains data files and control procedures for a simple system of networked personal computers or for a group of desktop computers linked to a host server. Responsible for system security and data integrity. Assigns passwords and monitors use of resources. Back up files as required. May produce periodic business reports, generate output such as labels, letters, and forms, and respond to frequent management request for information. May require extensive knowledge of software such as Microsoft Office and similar suites of business applications. May be a resident expert for applications running on a department-wide LAN or for the entire computer system in a smaller enterprise.

**Minimum Education:** High School Diploma (equivalent technical training and/or certifications can be substituted for academic degrees)

**Minimum Experience:** 1 Year of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Bachelor's degree and no experience

## 13. Systems Administrator II (3)

**Functional Responsibilities:** Maintains data files and control procedures for a simple system of networked personal computers or for a group of desktop computers linked to a host server. Responsible for system



security and data integrity. Assigns passwords and monitors use of resources. Back up files as required. May produce periodic business reports, generate output such as labels, letters, and forms, and respond to frequent management request for information. May require extensive knowledge of software such as Microsoft Office and similar suites of business applications. May be a resident expert for applications running on a department-wide LAN or for the entire computer system in a smaller enterprise. May mentor Systems Administrator I.

**Minimum Education:** Bachelor's Degree Information Technology, Engineering, Business, Science or relevant field.

**Minimum Experience:** 3 Years

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's degree and no experience

#### 14. Systems Administrator III (6)

**Functional Responsibilities:** Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required. Familiar with standard concepts, practices, and procedures within a particular field. May supervise and/or mentor Systems Administrator I and II.

**Minimum Education:** Bachelor's Degree Information Technology, Engineering, Business, Science or relevant field.

**Minimum Experience:** 5 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's degree and 3 years of relevant experience

#### 15. Systems Administrator IV (8)

**Functional Responsibilities:** Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required. Familiar with standard concepts, practices, and procedures within a particular field. May supervise and/or mentor Systems Administrator I, II, and III.

**Minimum Education:** Bachelor's Degree Information Technology, Engineering, Business, Science or relevant field.

**Minimum Experience:** 7 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's degree and 5 years of relevant experience





## 16. Systems Administrator V (10)

**Functional Responsibilities:** Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required. Familiar with standard concepts, practices, and procedures within a particular field. Will likely supervise and/or mentor Systems Administrator I, II, III, and IV.

**Minimum Education:** Bachelor's Degree Information Technology, Engineering, Business, Science or relevant field.

**Minimum Experience:** 10 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's degree and 7 years of relevant experience

## 17. Systems Engineer I (2)

**Functional Responsibilities:** Assists in systems engineering tasks, including concept definition, requirements analysis, architecture, detail design, modeling and analysis, integration, verification and validation, system testing and transition to operations. Develops system requirements and interface controls to integrate networks, operating systems, legacy systems and high-end technologies to provide system solutions. Works as part of a team under the supervision of more senior systems engineers for complex efforts.

**Minimum Education:** High School Diploma (equivalent technical training and/or certifications can be substituted for academic degrees)

**Minimum Experience:** 1 year of relevant experience

## 18. Systems Engineer II (3)

**Functional Responsibilities:** Perform basic systems engineering for computer hardware and software at a technical level for LANs and WANs. Handle customer service calls and troubleshoot network problems. Provides input to and collaborates with cross-organizational teams. Possess good communication skills. Performs technical planning, system integration, verification and validation, cost and risk, and supportability and effectiveness analyses for total systems under the guidance of senior system engineers.. Analyses are performed at all levels of total system product to include concept, design, test, installation, operation, maintenance and disposal. Ensures the logical and systematic conversion of customer or product requirements into total systems solutions that account for technical, schedule, and cost constraints. Performs functional analysis, timeline analysis, detail trade studies, requirements allocation and interface definition studies to translate customer requirements into hardware and software specifications. Experience with commercial and open source geospatial software. Provides input to and collaborates with cross-organizational teams. Supports teams and working groups that assess needs and develop solutions that satisfy functional requirements. Possess some experience in the administration, configuration and troubleshooting of the cloud infrastructure and its components. May mentor Systems Engineer I.

**Minimum Education:** Bachelor's in Information Technology, Systems Engineering, Science or relevant field.

**Minimum Experience:** 3 years of relevant experience



***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Associate's Degree and 5 years of relevant experience

**19. Systems Engineer III (6)**

***Functional Responsibilities:*** Perform intermediate systems engineering for computer hardware and software at a technical level for LANs and WANs. Handle customer service calls and troubleshoot network problems. Provides input to and collaborates with cross-organizational teams. Possess good communication skills. Performs technical planning, system integration, verification and validation, cost and risk, and supportability and effectiveness analyses for total systems under the guidance of senior system engineers.. Analyses are performed at all levels of total system product to include concept, design, test, installation, operation, maintenance and disposal. Ensures the logical and systematic conversion of customer or product requirements into total systems solutions that account for technical, schedule, and cost constraints. Performs functional analysis, timeline analysis, detail trade studies, requirements allocation and interface definition studies to translate customer requirements into hardware and software specifications. Experience with commercial and open source geospatial software. Provides input to and collaborates with cross-organizational teams. Supports teams and working groups that assess needs and develop solutions that satisfy functional requirements. Possess some experience in the administration, configuration and troubleshooting of the cloud infrastructure and its components. May mentor/supervise Systems Engineer I and II.

***Minimum Education:*** Bachelor's in Information Technology, Systems Engineering, Science or relevant field.

***Minimum Experience:*** 5 years of relevant experience

***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Master's Degree and 2 years of relevant experience

**20. Systems Engineer IV (8)**

***Functional Responsibilities:*** Perform advanced systems engineering for computer hardware and software at a technical level for LANs and WANs. Handle customer service calls and troubleshoot network problems. Provides input to and collaborates with cross-organizational teams. Possess good communication skills. Performs technical planning, system integration, verification and validation, cost and risk, and supportability and effectiveness analyses for total systems under the guidance of senior system engineers.. Analyses are performed at all levels of total system product to include concept, design, test, installation, operation, maintenance and disposal. Ensures the logical and systematic conversion of customer or product requirements into total systems solutions that account for technical, schedule, and cost constraints. Performs functional analysis, timeline analysis, detail trade studies, requirements allocation and interface definition studies to translate customer requirements into hardware and software specifications. Experience with commercial and open source geospatial software. Provides input to and collaborates with cross-organizational teams. Supports teams and working groups that assess needs and develop solutions that satisfy functional requirements. Possess some experience in the administration, configuration and troubleshooting of the cloud infrastructure and its components. May mentor/supervise Systems Engineer I, II and III.

***Minimum Education:*** Bachelor's in Information Technology, Systems Engineering, Science or relevant field.

***Minimum Experience:*** 7 years of relevant experience

***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Master's degree and 5 years work experience



## 21. Systems Engineer V (10)

**Functional Responsibilities:** Leads advanced systems engineering for computer hardware and software at a technical level for LANs and WANs. Handle customer service calls and troubleshoot network problems. Provides input to and collaborates with cross-organizational teams. Possess good communication skills. Performs technical planning, system integration, verification and validation, cost and risk, and supportability and effectiveness analyses for total systems. Analyses are performed at all levels of total system product to include concept, design, test, installation, operation, maintenance and disposal. Ensures the logical and systematic conversion of customer or product requirements into total systems solutions that account for technical, schedule, and cost constraints. Performs functional analysis, timeline analysis, detail trade studies, requirements allocation and interface definition studies to translate customer requirements into hardware and software specifications. Experience with commercial and open source geospatial software. Provides input to and collaborates with cross-organizational teams. Supports teams and working groups that assess needs and develop solutions that satisfy functional requirements. Possess some experience in the administration, configuration and troubleshooting of the cloud infrastructure and its components. Likely mentors/supervises Systems Engineer I, II, III, and IV.

**Minimum Education:** Bachelor's in Information Technology, Systems Engineering, Science or relevant field.

**Minimum Experience:** 10 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's degree and 7 years of relevant experience

## 22. Software Engineer I (2)

**Functional Responsibilities:** Assists in design and coding of software components, units, and modules according to detailed specifications. Participates in analysis and development of test plans. Tests assigned components and units. Provides test results and recommends corrections to senior developers. Requires practical knowledge of one or more platforms and operating systems, and of programming languages. Typically requires knowledge of one or more systems architectures. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision and guidance.

**Minimum Education:** High School Diploma (equivalent technical training and/or certifications can be substituted for academic degrees)

**Minimum Experience:** 1 year of relevant experience

## 23. Software Engineer II (3)

**Functional Responsibilities:** Assists in engineering tasks necessary for all aspects of software production, including requirements analysis and specification, design, development, integration and test of software systems. Applies open technical standards and protocols to deliver quality designs and products which can interoperate with other software. Performs detailed design of software units to meet functional and interface requirements. Performs unit and system level testing of software. Familiar with industry standards for software engineering. Works as part of a team under the supervision of more senior software engineers for complex efforts. May mentor Software Engineer I.

**Minimum Education:** Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

**Minimum Experience:** 3 years of relevant experience



***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Associate's Degree and 5 years of relevant experience

**24. Software Engineer III (6)**

***Functional Responsibilities:*** Performs intermediate engineering tasks necessary for all aspects of software production, including requirements analysis and specification, design, development, integration and test of software systems. Applies open technical standards and protocols to deliver quality designs and products which can interoperate with other software. Performs detailed design of software units to meet functional and interface requirements. Performs unit and system level testing of software. Contributes training material and conducts customer training on delivered products. Experienced with industry standards for software engineering. Works independently or as part of a team with more senior software engineers for complex efforts. May mentor/supervise Software Engineer I and II.

***Minimum Education:*** Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

***Minimum Experience:*** 5 years of relevant experience

***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Master's Degree and 2 years of relevant experience

**25. Software Engineer IV (8)**

***Functional Responsibilities:*** Performs advanced engineering tasks necessary for production of software, including requirements analysis and specification, design, development, integration and test of software systems. Applies open technical standards and protocols to deliver quality designs and products which can interoperate with other software. Performs detailed design of software units to meet functional and interface requirements. Performs unit and system level testing of software. Develops training material and conducts customer training on delivered products. Maintains a broad knowledge of software engineering. Demonstrated ability to works independently or as part of a team with more senior software engineers on complex efforts. May mentor/supervise Software Engineer I, II, and III.

***Minimum Education:*** Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

***Minimum Experience:*** 7 years of relevant experience

***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Master's degree and 5 years of relevant experience

**26. Software Engineer V (10)**

***Functional Responsibilities:*** Leads teams performing engineering tasks necessary for all aspects of software production, including requirements analysis and specification, design, development, integration and test of software systems. Applies open technical standards and protocols to deliver quality designs and products which can interoperate with other software. Directs the detailed design of software systems to meet functional and interface requirements. Plans, coordinates and supervises system level testing of software. Maintains a broad knowledge of software engineering principles. Responsible for technical, cost and schedule performance of software engineering projects. Likely mentors/supervises Software Engineer I, II, III, IV.

***Minimum Education:*** Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

***Minimum Experience:*** 10 years of relevant experience



***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Master's degree and 7 years of relevant experience

**27. Business Analyst I (2)**

***Functional Responsibilities:*** Assist in gathering customer requirements and documenting business needs. Requires participation and collaboration in the software development lifecycle process, including with end users, product owners, and cross-discipline teams. Relies on instructions and pre-established guidelines to perform the functions of the job. Roles and responsibilities are limited in scope and complexity and are completed with guidance and oversight.

***Minimum Education:*** High School Diploma (equivalent technical training and/or certifications can be substituted for academic degrees)

***Minimum Experience:*** 1 years of relevant experience

**28. Business Analyst II (3)**

***Functional Responsibilities:*** Assist in gathering customer requirements and documenting business needs. Identify key success criteria for delivery of software products, processes, and systems. Interface with the product owners to present requirements documents. Perform software testing. Requires participation and collaboration in the software development lifecycle process, including with end users, product owners, and cross-discipline teams. May provide mentoring to Business Analyst I.

***Minimum Education:*** Bachelor's in Information Technology, Systems Engineering, Science or relevant field.

***Minimum Experience:*** 3 years of relevant experience

***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Master's degree and no experience

**29. Business Analyst III (5)**

***Functional Responsibilities:*** Lead the gathering customer requirements and documenting business needs. Identify key success criteria for delivery of software products, processes, and systems. Interface with the product owners to present requirements documents. Document business requirements in issue tracking software. Participate in routine development team meetings; document changes as needed. Perform software testing and participate in sprint planning and sprint showcase efforts. Requires participation and collaboration in the software development lifecycle process, including with end users, product owners, and cross-discipline teams. Provides oversight and mentoring to Business Analyst I and II.

***Minimum Education:*** Bachelor's in Information Technology, Systems Engineering, Science or relevant field.

***Minimum Experience:*** 5 years of relevant experience

***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***



Master's degree and 3 years experience

### 30. Business Analyst IV (6)

**Functional Responsibilities:** Lead the gathering customer requirements and documenting business needs. Identify key success criteria for delivery of software products, processes, and systems. Interface with the product owners to present requirements documents. Document business requirements in issue tracking software. Lead routine development team meetings and document changes as needed. Perform software testing; lead sprint planning and sprint showcase efforts. Requires participation and collaboration in the software development lifecycle process, including with end users, product owners, and cross-discipline teams. Lead and actively participate in the development and implementation of new processes that improve efficiency and enhance productivity. Provides oversight and mentoring to Business Analyst I, II, and III.

**Minimum Education:** Bachelor's in Information Technology, Systems Engineering, Science or relevant field.

**Minimum Experience:** 7 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's degree and 5 years experience

### 31. Business Analyst V (8)

**Functional Responsibilities:** Lead the gathering customer requirements and documenting business needs. Using expert level experience, introduce new methods and technologies for collecting and eliciting user requirements in an efficient manner. Identify key success criteria for delivery of software products, processes, and systems. Interface with the product owners to present requirements documents. Document business requirements in issue tracking software. Lead routine development team meetings and document changes as needed. Perform software testing; lead sprint planning and sprint showcase efforts. Requires participation and collaboration in the software development lifecycle process, including with end users, product owners, and cross-discipline teams. Lead the development and implementation of new processes that improve efficiency and enhance productivity. Document process changes and lead implementation as needed. Provides oversight and mentoring to Business Analyst I, II, III, and IV.

**Minimum Education:** Bachelor's in Information Technology, Systems Engineering, Science or relevant field.

**Minimum Experience:** 10 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's degree and 7 years experience

### 32. Developer I (2)

**Functional Responsibilities:** Tests, debugs and refines software applications to meet functional specifications. Develops products and prepares applicable documentation. Provides input to and collaborates with cross-organizational teams. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Roles and responsibilities are limited in scope and complexity and are completed with guidance and oversight.

**Minimum Education:** High School Diploma (equivalent technical training and/or certifications can be substituted for academic degrees)

**Minimum Experience:** 1 year of relevant experience





### 33. Developer II (3)

**Functional Responsibilities:** Performs software development tasks as assigned, including development, unit testing, and debugging of computer software. Contributes to system testing and documentation as directed. Performs programming and numerical analyses, analyzes, designs, codes, and documents complex applications for information systems; incorporates databases in software design; supports the introduction of computer aided software engineering methodology and tools; experienced using integrated development environments. Familiar with a variety of modern programming languages (e.g. C++, Java, Perl, etc.), web development technologies (e.g. HTML, JavaScript, PHP, etc.) and development tools (Eclipse, IntelliJ IDEA, etc.). Familiar with common source code control tools (e.g. Subversion), build management systems (e.g. Apache Ant, Maven, Bamboo, etc.) and issue/bug tracking systems (e.g. Bugzilla, JIRA, etc.). Works as part of a team under the supervision of more senior engineers for complex efforts. May mentor Developer I.

**Minimum Education:** Bachelor's in Information Technology, Computer Science, Engineering, or relevant field.

**Minimum Experience:** 3 years relevant experience required

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Associate's Degree and 5 years of relevant experience

### 34. Developer III (6)

**Functional Responsibilities:** Performs intermediate software development tasks, including design, development, unit testing, and debugging of computer software. Performs system testing; creates user documentation. Performs programming and numerical analyses, analyzes, designs, codes, and documents complex applications for information systems; incorporates databases in software design; experienced in computer aided software engineering methodology and tools. Experienced in developing for several target operating systems; experienced using a variety of modern programming languages, web development technologies and development environments. Experienced using web server technologies. Employs common source code control tools, build management systems and issue/bug tracking systems. Works independently or as part of a team under the supervision of more senior engineers for complex efforts. May mentor/supervise Developer I and II.

**Minimum Education:** Bachelor's in Information Technology, Computer Science, Engineering, or relevant field.

**Minimum Experience:** 5 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's Degree and 2 years of relevant experience

### 35. Developer IV (8)

**Functional Responsibilities:** Performs advanced software development tasks, including design, code development, code documentation, unit testing, and debugging of computer software. Performs system testing; creates user documentation. Performs programming and numerical analyses, analyzes, designs, codes, and documents complex applications for information systems; incorporates databases in software design; experienced in computer aided software engineering methodology and tools. Experienced in developing for several target operating systems; experienced using a variety of modern programming languages, web development technologies and development environments. Experienced using web service solution stacks. Implements and manages source code control tools, build management systems, and issue/bug tracking systems for complex projects. Provides peer reviews of computer code and other deliverable products. Demonstrated ability to work independently or as part of a team with other engineers on complex efforts. May mentor/supervise Developer II, II, and III.

**Minimum Education:** Bachelor's in Information Technology, Computer Science, Engineering, or relevant field.

**Minimum Experience:** 8 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's degree and 5 years of relevant experience

### 36. Developer V (10)

**Functional Responsibilities:** Leads teams developing software, including design, code development, code documentation, unit and system testing, and debugging of computer software. Plans and manages system testing. Experienced in computer aided software engineering methodology and tools. Experienced in developing for several target operating systems; experienced using a variety of modern programming languages, web development technologies and development environments. Experienced using web service solution stacks. Implements and manages a development infrastructure including source code control tools build management systems and issue/bug tracking systems. Responsible for technical, cost and schedule performance of software development assignments. Likely mentors/supervises Developer I, II, III, IV.

**Minimum Education:** Bachelor's in Information Technology, Computer Science, Engineering, or relevant field.

**Minimum Experience:** 10 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's degree and 8 years of relevant experience

### 37. Web Designer /Developer I (2)

**Functional Responsibilities:** Provides Web design and front end software development support. Possess strong creative and technical skills. Writes computer code that results in an easy-to-use product. Possesses a working knowledge of user centered design (UCD) patterns and best practices, 508 compliance and accessibility. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Roles and responsibilities are limited in scope and complexity and are completed with guidance and oversight.

**Minimum Education:** High School Diploma (equivalent technical training and/or certifications can be substituted for academic degrees)

**Minimum Experience:** 1 year of relevant experience

### 38. Web Designer /Developer II (3)

**Functional Responsibilities:** Provides Web design and front end software development support. Designs, develops, and analyzes highly complex software programs for computer based systems. Possess strong creative and technical skills. Consult with software application end users, or proxies, to understand their goals and objectives. Conduct usability testing, develop usage scenarios and personas, creates wireframes, sitemaps, storyboards, and screen flows. Writes computer code that results in an easy-to-use product. Possesses a working knowledge of user centered design (UCD) patterns and best practices, 508 compliance and accessibility. Has knowledge of commonly used concepts, practices, and procedures within a particular field. May mentor Web Designer/ Developer I.

**Minimum Education:** Bachelor's in Information Technology, Computer Science, Engineering, or relevant field.

**Minimum Experience:** 3 years relevant experience required



***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Associate's Degree and 5 years of relevant experience

**39. Web Designer /Developer III (6)**

***Functional Responsibilities:*** Provides intermediate Web design and front end software development support. Designs, develops, and analyzes highly complex software programs for computer based systems. Creates compelling and satisfying experiences for users of a product. Possess strong creative and technical skills. Consult with software application end users, or proxies, to understand their goals and objectives. Conduct usability testing, develop usage scenarios and personas, creates wireframes, sitemaps, storyboards, and screen flows. Writes computer code that results in an easy-to-use product. Participates in software design groups to meet user requirements. Provides knowledge of user centered design (UCD) patterns and best practices, 508 compliance and accessibility. May mentor/supervise Web Designer/ Developer I and II.

***Minimum Education:*** Bachelor's in Information Technology, Computer Science, Engineering, or relevant field.

***Minimum Experience:*** 5 years of relevant experience

***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Master's Degree and 2 years of relevant experience

**40. Web Designer /Developer IV (8)**

***Functional Responsibilities:*** Requires extensive experience in all phases of the web application development life cycle and an excellent understanding of customer needs and business strategy. Provides advanced Web design and front end software development support. Designs, develops, and analyzes highly complex software programs for computer based systems. Creates compelling and satisfying experiences for users of a product. Possess strong creative and technical skills. Consult with software application end users, or proxies, to understand their goals and objectives. Leads usability testing, develop usage scenarios and personas, creates wireframes, sitemaps, storyboards, and screen flows. Writes computer code that results in an easy-to-use product. Participates and often leads software design groups to meet user requirements. Provides high level knowledge of user centered design (UCD) patterns and best practices, 508 compliance and accessibility. Participates in software architecture working groups as needed, including coverage of strategic topics such as cloud migration and secure coding and development infrastructure. May mentor/supervise Web Designer/ Developer I, II, and III.

***Minimum Education:*** Bachelor's in Information Technology, Computer Science, Engineering, or relevant field.

***Minimum Experience:*** 8 years of relevant experience

***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Master's Degree and 5 years of relevant experience

**41. Web Designer /Developer V (10)**

***Functional Responsibilities:*** Requires extensive experience in all phases of the web application development life cycle and an excellent understanding of customer needs and business strategy. Leads Web design and front end software development support. Designs, develops, and analyzes highly complex software programs for computer based systems. Creates compelling and satisfying experiences for users of



a product. Possess strong creative and technical skills. Consult with software application end users, or proxies, to understand their goals and objectives. Leads usability testing, develop usage scenarios and personas, creates wireframes, sitemaps, storyboards, and screen flows. Writes computer code that results in an easy-to-use product. Leads software design groups to meet user requirements. Provides expert knowledge of user centered design (UCD) patterns and best practices, 508 compliance and accessibility. Demonstrates high level expertise in various aspects of user focused software development. Participates or leads software architecture working groups as needed, including coverage of strategic topics such as cloud migration and secure coding and development infrastructure. Likely mentors/supervises Web Designer/ Developer I, II, III, and IV.

**Minimum Education:** Bachelor's in Information Technology, Computer Science, Engineering, or relevant field.

**Minimum Experience:** 10 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's Degree and 8 years of relevant experience

#### 42. Database Administrator I (2)

**Functional Responsibilities:** Provide analysis of database and database driven application problems and issues. Prepare data design documents and support existing database schemas and systems. Provide support to data stewards and quality assurance teams with data comparison. Requires experience with non-spatial data. Relies on instructions and pre-established guidelines to perform the functions of the job. Roles and responsibilities are limited in scope and complexity and are completed with guidance and oversight.

**Minimum Education:** High School Diploma (equivalent technical training and/or certifications can be substituted for academic degrees)

**Minimum Experience:** 1 year of relevant experience

#### 43. Database Administrator II (3)

**Functional Responsibilities:** Provide analysis of database and database driven application problems and issues; troubleshoot and resolve issues as necessary. Prepare data design documents and support existing database schemas and systems. Provide support to data stewards and quality assurance teams with data comparison. Requires experience with non-spatial data. Actively participate in the development and implementation of new processes that improve efficiency and enhance productivity. Experience with data replication and data migration tools and knowledge of database engineering best practices. May mentor Database Administrator I.

**Minimum Education:** Bachelor's in Information Technology, Computer Science, Engineering, or relevant field.

**Minimum Experience:** 3 years relevant experience required

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Associate's Degree and 5 years of relevant experience

#### 44. Database Administrator III (6)

**Functional Responsibilities:** Requires database administration experience, including install, set up, patching, upgrading of various database software. Provide detailed analysis of database and database driven application problems and issues; troubleshoot and resolve issues as necessary. Consult with database and database-driven application end users, or proxies, to understand their goals and objectives. Requires participation and collaboration in the software development lifecycle process, including with end users, product owners, and cross-discipline teams. Prepare database design and data modeling documents and implementations to meet user goals. Actively participate in the development and implementation of new processes that improve efficiency and enhance productivity. Experience in database schema design and maintenance, and experience designing and tuning highly available and high-volume transactional databases. Experience with data replication and data migration tools and knowledge of database engineering best practices. Experience with both spatial and non- spatial data. May mentor/supervise Database Administrator II and I.

**Minimum Education:** Bachelor's in Information Technology, Computer Science, Engineering, or relevant field.

**Minimum Experience:** 5 years relevant experience required

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's Degree and 3 years of relevant experience

#### 45. Database Administrator IV (8)

**Functional Responsibilities:** Requires extensive database administration experience, including install, set up, patching, upgrading of various database software. Provide detailed analysis of database and database driven application problems and issues; troubleshoot and resolve issues as necessary. Consult with database and database-driven application end users, or proxies, to understand their goals and objectives. Requires participation and collaboration in the software development lifecycle process, including with end users, product owners, and cross-discipline teams. Leads preparation of database design and data modeling documents and implementations to meet user goals. Actively participate in the development and implementation of new processes that improve efficiency and enhance productivity. Extensive experience in database schema design and maintenance, designing and tuning highly available and high-volume transactional database, data replication and data migration tools and high level knowledge of database engineering best practices. Extensive experience with both spatial and non- spatial data. Participates in software architecture working groups as needed, including coverage of strategic topics such as cloud migration and secure coding and development infrastructure. May mentor/supervise Database Administrator I, II, and III.

**Minimum Education:** Bachelor's in Information Technology, Computer Science, Engineering, or relevant field.

**Minimum Experience:** 8 years relevant experience required

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's Degree and 5 years of relevant experience

#### 46. Database Administrator V (10)

**Functional Responsibilities:** Requires expert knowledge of database administration, including install, tuning, optimization, patching, and upgrading of various database software. Provide expert level detailed analysis of database and database driven application problems and issues; troubleshoot and resolve issues as necessary. Consult with database and database-driven application end users, or proxies, to understand

their goals and objectives. Requires participation and collaboration in the software development lifecycle process, including with end users, product owners, and cross-discipline teams. Lead or direct preparation of database design and data modeling documents and implementations to meet user goals. Lead and actively participate in the development and implementation of new processes that improve efficiency and enhance productivity. Expertise in database schema design and maintenance, designing and tuning highly available and high-volume transactional database, data replication and data migration tools, and expert-level knowledge of database engineering best practices. Expertise with both spatial and non-spatial data. Participates or leads software architecture working groups as needed, including coverage of strategic topics such as cloud migration and secure coding and software development infrastructure. Likely mentors/supervises Database Administrator I, II, III, and IV.

**Minimum Education:** Bachelor's in Information Technology, Computer Science, Engineering, or relevant field.

**Minimum Experience:** 10 years relevant experience required

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's Degree and 8 years of relevant experience

#### 47. Network Engineer I (2)

**Functional Responsibilities:** Provides technical support in the installation and maintenance of Local Area Network or Wide Area Network (LAN/WAN). Assists in the evaluation of hardware and software, including peripheral, output, and associated equipment. Installs network hardware and software, including network operating systems. Monitors data communications to ensure that network is available to all users. Troubleshoots and resolves routine problems. Generally responsible for maintaining a simple network or for a section of a larger network. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision and guidance.

**Minimum Education:** High School Diploma (equivalent technical training and/or certifications can be substituted for academic degrees)

**Minimum Experience:** 1 year of relevant experience

#### 48. Network Engineer II (3)

**Functional Responsibilities:** Assists network engineering for information systems, including design, installation, configuration, test, operation and maintenance of network components such as interface cards, cabling, switches, routers firewalls, etc. Participates in the installation and acceptance testing of the system network and components. Monitors network performance to ensure quality of service metrics are met. Properly sets configuration options. Familiar with industry standards for information system networks. Assists in the planning and implementation of enhancements and upgrades to the network; may assist in performing cost/benefit studies of network design and assists in recommending enhancements; and isolates, resolves, or circumvents network problems. May mentor Network Engineer I.

**Minimum Education:** Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

**Minimum Experience:** 3 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Associate's Degree and 5 years of relevant experience



#### 49. Network Engineer III (6)

**Functional Responsibilities:** Performs intermediate network engineering for information systems, including design, installation, configuration, test, operation and maintenance of network components such as interface cards, cabling, switches, routers firewalls, etc. Performs installation and acceptance testing of the system network and components. Monitors network performance to ensure quality of service metrics are met. Properly sets configuration options. Experienced with industry standards for information system networks. Performs planning and implementation of enhancements and upgrades to the network; performs cost/benefit studies of network design to recommend enhancements; and isolates, resolves, or circumvents network problems. May mentor/supervise Network Engineer I and II.

**Minimum Education:** Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

**Minimum Experience:** 5 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's Degree and 3 years of relevant experience

#### 50. Network Engineer IV (8)

**Functional Responsibilities:** Performs advanced network engineering for information systems, including design, installation, configuration, test, operation and maintenance of network components such as interface cards, cabling, switches, routers firewalls, etc. Plans and directs installation and acceptance testing of the system network and components. Monitors network performance to ensure quality of service metrics are met. Properly sets configuration options. Employs industry standards for information system networks. Performs planning and implementation of enhancements and upgrades to the network; performs cost/benefit studies of network design to recommend enhancements; and isolates, resolves, or circumvents network problems. May mentor/supervise Network Engineer I, II, and III.

**Minimum Education:** Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

**Minimum Experience:** 8 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's degree and 5 years of relevant experience

#### 51. Network Engineer V (10)

**Functional Responsibilities:** Leads teams performing all aspects of network engineering for information systems, including design, installation, configuration, test, operation and maintenance of network components. Plans and directs installation and acceptance testing of the system network and components. Negotiates quality of service metrics in service level agreements. Ensures industry standards are employed in information system network projects. Supervises planning and implementation of enhancements and upgrades to the network; directs cost/benefit studies of network design to recommend enhancements. Responsible for technical, cost and schedule performance of network engineering projects. Likely mentors/supervises Network Engineer I, II, III, and IV.

**Minimum Education:** Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

**Minimum Experience:** 10 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's degree and 8 years of relevant experience



## 52. Information Assurance Engineer I (2)

**Functional Responsibilities:** Support the implementation of information systems security in a computer or network system environment. Activities include assisting supported program managers and system owners in developing and maintaining plans of action and milestones (POA&Ms) and implementing mitigations for systems as required. Familiarity with application and IT security is required. Relies on instructions and pre-established guidelines to perform the functions of the job. Roles and responsibilities are limited in scope and complexity and are completed with guidance and oversight.

**Minimum Education:** High School Diploma (equivalent technical training and/or certifications can be substituted for academic degrees)

**Minimum Experience:** 1 year of relevant experience

## 53. Information Assurance Engineer II (3)

**Functional Responsibilities:** Assists in tasks to plan, document, implement, monitor and test IT security policy for client systems. Assists in developing an enterprise-wide security architecture. Contributes content to system security plans to document engineering details of the security architecture. Uses automated tools to perform security scans of client information systems. Works with system administrators to remediate any vulnerability discovered. Assists in determining, implementing and monitoring proper security configurations of network components (e.g. routers, firewalls, etc.) and system endpoints (e.g. servers, workstations, printers, etc.) to meet industry standards and vendor recommendations. Participates in information assurance testing (e.g. penetration testing, failover testing) and exercises (e.g. incident response, continuity of operations exercises). Contributes to security test plans and procedures. Familiar with industry standards and government or client requirements for information assurance. Works as part of a team under the supervision of more senior IA engineers for complex efforts. May mentor IA Engineer I.

**Minimum Education:** Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

**Minimum Experience:** 3 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Associate's Degree and 1 year of relevant experience

## 54. Information Assurance Engineer III (6)

**Functional Responsibilities:** Performs intermediate tasks to plan, document, implement, monitor and test IT security policy for client systems. Assists in developing the client's enterprise-wide security architecture. Gathers information and contributes content to system security plans to document engineering details of the security architecture. Uses automated tools to perform continuous monitoring of the vulnerability status of client information systems. Works with system administrators to remediate any vulnerability discovered. Implements secure configurations of network components and system endpoints to meet industry and vendor recommendations. Plans and participates in information assurance testing (e.g. penetration testing, failover testing) and exercises (e.g. incident response, continuity of operations exercises). Develops security test plans and procedures. Experienced with industry standards and government or client requirements for information assurance. Works independently or as part of a team with more senior IA engineers for complex efforts. Significant knowledge of the field and the ability to work independently on typical assignments. May mentor/supervise IA Engineer I and II.

**Minimum Education:** Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

**Minimum Experience:** 5 years of relevant experience



***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Master's Degree and 3 years of relevant experience

**55. Information Assurance Engineer IV (8)**

***Functional Responsibilities:*** Performs advanced tasks to plan, document, implement, monitor and test IT security policy for client systems. Develops an enterprise-wide security architecture. Authors system security plans to document engineering details of the security architecture. Directs others in the use of automated tools to perform continuous monitoring of the vulnerability status of client information systems. Works with system administrators to develop procedures to remediate vulnerabilities. Implements secure configurations of network components and system endpoints to meet industry and vendor recommendations. Plans and participates in information assurance testing (e.g. penetration testing, failover testing) and exercises (e.g. incident response, continuity of operations exercises). Develops security test plans and procedures. Performs risk analyses which also includes risk assessment. Experienced in implementing industry standards and government or client requirements for information assurance. Works independently or as part of a team with more senior IA engineers for complex efforts. Significant knowledge of the IA field and the ability to work independently on typical assignments. May supervise junior engineers on IA assignments. May mentor/supervise IA Engineer I, II, and III.

***Minimum Education:*** Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

***Minimum Experience:*** 7 years of relevant experience

***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Master's degree and 5 years of relevant experience

**56. Information Assurance Engineer V (10)**

***Functional Responsibilities:*** Leads a team performing all tasks to plan, document, implement, monitor and test IT security policy for client systems. Directs development of an enterprise-wide security architecture and system security plans to document engineering details of the security architecture. Directs others in the use of automated tools to perform continuous monitoring of the vulnerability status of client information systems. Reviews and approves procedures to remediate vulnerabilities. Monitors the security posture of network components and system endpoints to meet industry and vendor recommendations. Lead role to plans and conduct information assurance testing and exercises. Reviews and approves security test plans and procedures. Experienced directing teams to implement industry standards and government or client requirements for information assurance. Works independently or as part of a team with systems, software and network engineers for complex efforts. Significant knowledge of the IA field and the ability to work independently on typical assignments. Responsible for technical, cost and schedule performance of IA engineering projects. Likely mentors/supervises IA Engineer I, II, III, and IV..

***Minimum Education:*** Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

***Minimum Experience:*** 10 years of relevant experience

***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

Master's degree and 7 years of relevant experience

**57. Help Desk Specialist I (2)**

***Functional Responsibilities:*** Provides phone and in-person support to users in the areas of e-mail, directories, standard desktop and mobile applications, video conferencing and applications developed



under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC, video teleconferencing and printer problems.

**Minimum Education:** High School Diploma (equivalent technical training and/or certifications can be substituted for academic degrees)

**Minimum Experience:** 1 year of relevant experience

#### 58. Help Desk Specialist II (3)

**Functional Responsibilities:** Provides phone and in-person support to users in the areas of e-mail, directories, standard desktop and mobile applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC, video teleconferencing and printer problems. Provides oversight and mentoring to Help Desk Specialist I.

**Minimum Education:** Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

**Minimum Experience:** 3 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's Degree and 1 year of relevant experience

#### 59. Help Desk Specialist III (4)

**Functional Responsibilities:** Provides phone and in-person support to users in the areas of e-mail, directories, standard desktop and mobile applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC, video teleconferencing and printer problems. Provides oversight and mentoring to Help Desk Specialist I and II.

**Minimum Education:** Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

**Minimum Experience:** 5 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's Degree and 3 years of relevant experience

#### 60. Help Desk Specialist IV (6)

**Functional Responsibilities:** Provides phone and in-person support to users in the areas of e-mail, directories, standard desktop and mobile applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC, video teleconferencing and printer problems. Develops documentation and standard operating procedures. Provides oversight and mentoring to Help Desk Specialist I, II, and III.

**Minimum Education:** Bachelor's degree in Information Technology, Computer Science, Engineering or relevant field.

**Minimum Experience:** 7 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**





Master's Degree and 5 years of relevant experience

#### **61. Computer Operator (2)**

**Functional Responsibilities:** The Computer Operator monitors and operates the control console of either a mainframe digital computer or a group of minicomputers, in accordance with operating instructions, to process data. Work is characterized by the following: Studies operating instructions to determine equipment setup needed. Loads equipment with required items (tapes, cards, paper, etc.). Switches necessary auxiliary equipment into system; Diagnoses and corrects equipment malfunctions; Reviews error messages and makes corrections during operation or refers problems; Maintains operating record.

**Minimum Education:** High School Diploma

**Minimum Experience:** 2 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Associate's Degree with no experience

#### **62. Computer Support Technician (2)**

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

**Minimum Education:** High School Diploma

**Minimum Experience:** 2 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Associate's Degree with no experience

Acceptable substitute for a Bachelor's degree includes 5 years of military experience in a relevant Military Occupational Specialty (MOS)

Acceptable substitute for a Master's degree includes 8 years of military experience in a relevant MOS.

Acceptable substitute for a Ph.D. includes 12 years of military experience in a relevant MOS.

## **Professional Services Labor Category Descriptions**

#### **Clerical / Administrative (General) (2)**

**Functional Responsibilities:** Provides office clerical, secretarial, and administrative functions including typing, payroll, travel, and filing. Works under general supervision. Depending on the level of independence and personal discretion of the position, and whether the position benefits the business operations of OAI or the customer, it may be subject to the Service Contract Act.

**Minimum Education:** High School

**Minimum Experience:** 1 year of relevant experience.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:** Bachelors and no experience

**Keywords:** clerical, secretarial, administrative, receptionist, travel

#### **Consultant (6)**

**Functional Responsibilities:** Provides mid-level subject matter expertise in science, engineering, IT, economics, GIS, administrative systems, history, geography, sociology, acquisitions, regulatory and related areas at state and national level, under guidance of senior staff. May supervise junior staff. A person in this category is expected to have A broader, more interdisciplinary background than would a scientist or engineer.

**Minimum Education:** BS in Engineering, Science, IT, or relevant field

**Minimum Experience:** 5 years of relevant experience.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

High school diploma and 9 years work experience

Master's Degree and 3 years of relevant experience

PhD and one year experience

Bachelors, Master's and Doctoral degrees may be substituted for equals (e.g., BSc, BA, BS).

**Keywords:** engineering, Information Technology, economics, strategic planning, management consulting

#### **Senior Consultant (8)**

**Functional Responsibilities:** Provides program and task order management support. Provides senior level subject matter expertise in science, engineering, IT, economics, GIS, history, geography, sociology, acquisitions, regulatory and related areas at state, national and/or international level. May supervise senior staff. Works with minimal supervision. A person in this category is expected to have a broader, more interdisciplinary background than would a Senior Scientist or Senior Engineer.

**Minimum Education:** MS in engineering, business, science or relevant field.

**Minimum Experience:** 10 years of relevant experience.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

High school diploma and 16 years work experience.

Bachelor's degree and 12 years work experience.

PhD and 8 years experience

Bachelor's, Master's and Doctoral degrees may be substituted for equals (e.g., BSc, BA, BS).

**Keywords:** GIS, administrative systems, history, geography, sociology

#### **Supervisory Consultant (9)**

**Functional Responsibilities:** Provides technical oversight of individual projects and program management Provides senior level subject matter expertise in science, engineering, economics, GIS, administrative systems, IT, history, geography, sociology, acquisitions, regulatory and related areas at state, national and/or international level. Supports senior client staff.

**Minimum Education:** MS in Engineering, Science, History, Geography, Sociology or relevant field

**Minimum Experience:** 15 years of relevant experience



***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

High school diploma and 21 years work experience.

Bachelor's degree and 17 years work experience.

PhD and 13 years experience

Bachelor's, Master's and Doctoral degrees may be substituted for equals (e.g., BSc, BA, BS).

**Keywords:** Engineering, Information Technology, economics, strategic planning, management consulting

**Editor/Graphics Specialist (4)**

***Functional Responsibilities:*** Provides composition, editorial or graphics design functions on technical documents and presentations in science, engineering, economics, history, geography, sociology, regulations and related areas. Works under supervision.

***Minimum Education:*** BA or equivalent experience in science, languages, arts, or graphic design

***Minimum Experience:*** 3 years of relevant experience.

***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

High school diploma and 7 years work experience.

Master's Degree and one year work experience

Bachelor's degrees may be substituted for each other (e.g., BSc, BA, BS).

**Keywords:** composition, editing, graphics design, presentations, web pages

**Engineer (6)**

***Functional Responsibilities:*** Provides mid-level subject matter expertise in engineering and related areas at state and national level, under guidance of senior staff. May supervise junior staff.

***Minimum Education:*** BS in Engineering, science, IT or relevant field

***Minimum Experience:*** 5 years of relevant experience.

***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

High school diploma and 9 years work experience

Master's Degree and 3 years of relevant experience

PhD and one year experience

Bachelor's, Master's and Doctoral degrees may be substituted for equals (e.g., BSc, BA, BS).

**Keywords:** engineering, architecture, quality, systems, information technology

**Senior Engineer (8)**

***Functional Responsibilities:*** Provides program and task order management support. Provides senior level subject matter expertise in engineering and related areas at state, national and/or international level. May supervise senior staff. Works with minimal supervision.

***Minimum Education:*** MS in Engineering, science, IT or relevant field.

***Minimum Experience:*** 10 years of relevant experience.

***Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:***

High school diploma and 16 years work experience.



Bachelor's degree and 12 years work experience.

PhD and 8 years experience

Bachelor's, Master's and Doctoral degrees may be substituted for equals (e.g., BSc, BA, BS).

**Keywords:** engineering, architecture, renewable energy, systems, information technology

### **Project Manager (10)**

**Functional Responsibilities:** Responsible for program management Provides extensive senior level expertise in management of national/international science, engineering, IT, projects. Provides subject matter expertise in science, technology, history, geography, sociology, regulatory and related areas at state, national/international level. Supports client's senior managers

**Minimum Education: PhD in Engineering, Science, Info Tech, History, Geography, Sociology or relevant field.**

**Minimum Experience:** 15 years of relevant experience

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

Master's Degree and 17 years of relevant experience

Bachelor's Degree and 19 years of relevant experience

High school diploma and 23 years work experience may be substituted for a doctoral degree\*

Bachelor's, Master's and Doctoral degrees may be substituted for equals (e.g., BSc, BA, BS).

**Keywords:** program management, project, supervision, planning, logistics

### **Junior Scientist/Technician/Administrative (3)**

**Functional Responsibilities:** Provides junior level subject matter expertise in science, economics, GIS, history, geography, sociology, regulatory and related areas at state and national level, under guidance of senior staff. In IT, serves as expert in software setup and use, network use, and maintenance of information systems. Provides coordination of administrative functions. Develops and implements filing, data storage, inventory, and procurement systems in support of science and engineering and regulatory functions. May coordinate travel and meeting logistics for senior managers and staff. Operates under own initiative with minimal supervision. May supervise junior staff.

**Minimum Education:** BS in science, economics, history, anthropology, geography, sociology, GIS, IT or relevant subject.

**Minimum Experience:** 2 years of relevant experience.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

High school diploma and 6 years work experience.

Master's Degree and no experience.

Bachelor's and Master's degrees may be substituted for each other (e.g., BSc, BA, BS).

**Keywords:** Science, filing systems, data storage, inventory, procurement systems

### **Senior Technician/Administrative (5)**

**Functional Responsibilities:** Provides junior to mid-level subject matter expertise in science, engineering, economics, GIS, administrative and acquisitions systems, IT, regulatory and related areas at state and national level, under guidance of senior staff. May supervise junior staff.



**Minimum Education:** BS or equivalent experience in IT, Engineering, Science or relevant field

**Minimum Experience:** 3 years of relevant experience.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

High school diploma and 7 years work experience.

Master's Degree and one year work experience

Bachelor's and Master's degrees may be substituted for each other (e.g., BSc, BA, BS).

**Keywords:** Technician, administrative, economics, GIS, history

### **Scientist (6)**

**Functional Responsibilities:** Provides mid-level subject matter expertise in science, economics, GIS, history, geography, sociology, regulatory and related areas at state and national level, under guidance of senior staff. May supervise junior staff.

**Minimum Education:** BS in Science, History, Geography, Sociology or relevant field.

**Minimum Experience:** 5 years of relevant experience.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

High school diploma and 9 years work experience

Master's Degree and 3 years of relevant experience

PhD and one year experience

Bachelor's, Master's and Doctoral degrees may be substituted for equals (e.g., BSc, BA, BS).

**Keywords:** science, geography, history, sociology, regulatory

### **Senior Scientist (8)**

**Functional Responsibilities:** Provides program and task order management support. Provides senior level subject matter expertise in science, economics, GIS applications, history, geography, sociology, regulatory and related areas at state, national and/or international level. May supervise senior staff. Works with minimal supervision.

**Minimum Education:** MS in Science, IT, History, Geography, Sociology or relevant field.

**Minimum Experience:** 10 years of relevant experience.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

High school diploma and 16 years work experience.

Bachelor's degree and 12 years work experience.

PhD and 8 years experience

Bachelor's, Master's and Doctoral degrees may be substituted for equals (e.g., BSc, BA, BS).

**Keywords:** science, economics, GIS applications, history, geography

### **Systems Analyst I (Human, Biological, Integrated) (2)**

**Functional Responsibilities:** Provides junior level subject matter expertise in science, economics, history, geography, GIS application, administrative and acquisition systems, sociology, regulatory and related areas at state and national level, under guidance of senior staff. Such systems include (among others) ecosystems,



administrative and acquisition, communities, pre-historic and present cultures, and international relationships.

**Minimum Education:** BS or BA in Science, Economics, History, Anthropology, Geography, Sociology or relevant subject.

**Minimum Experience:** No experience required.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

High school diploma and 4 years work experience.

Bachelor's degrees may be substituted for each other (e.g., BSc, BA, BS).

**Keywords:** ecosystems, administrative, acquisition, communities, culture

### **Systems Analyst I (Physical and Technical) (2)**

**Functional Responsibilities:** Provides junior level subject matter expertise in systems engineering, modeling, GIS design and development, Information Technology, administrative and acquisition, regulatory reporting, monitoring, and enforcement systems development and related areas at state and national level, under guidance of senior staff. These systems include (among others) research and fishing vessels, ocean and atmospheric physical systems, biological, meteorological and oceanographic data acquisition and processing systems, ship and facility systems in support of environmental services, data recording and analysis systems, and complex modeling systems.

**Minimum Education:** BS or BA in Engineering, physical sciences, mathematics, computer science, IT, or relevant subject.

**Minimum Experience:** No experience required.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

High school diploma and 4 years work experience.

Bachelor's degrees may be substituted for each other (e.g., BSc, BA, BS).

**Keywords:** systems engineering, modeling, GIS design, Information Technology, enforcement systems

### **Systems Analyst II (Human, Biological, Integrated) (5)**

**Functional Responsibilities:** Provides mid-level subject matter expertise in science, economics, history, geography, GIS application, sociology, regulatory and related areas at state and national level, under guidance of senior staff. Such systems include (among others) ecosystems, communities, pre-historic and present cultures, and international relationships.

**Minimum Education:** BS or BA in Science, Economics, History, Anthropology, Geography, Sociology or relevant subject.

**Minimum Experience:** 3 years of relevant experience.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

High school diploma and 7 years work experience.

Master's Degree and one year experience.

Bachelor's and Master's degrees may be substituted for each other (e.g., BSc, BA, BS).

**Keywords:** ecosystems, communities, cultures, international relationships, anthropology

### **Systems Analyst II (Physical and Technical) (5)**



**Functional Responsibilities:** Provides mid-level subject matter expertise in systems engineering, modeling, GIS design and development, Information Technology, administrative and acquisition systems, regulatory reporting, monitoring, and enforcement systems development and related areas at state and national level, under guidance of senior staff. These systems include (among others) research and fishing vessels, ocean and atmospheric physical systems, biological, meteorological and oceanographic data acquisition and processing systems, ship and facility systems in support of environmental services, data recording and analysis systems, complex modeling systems, and administrative and acquisition systems. In IT, serves as expert in software acquisition, and websites and network design

**Minimum Education:** BS in Engineering, physical sciences, mathematics, computer science, IT, or relevant subject.

**Minimum Experience:** 3 years of relevant experience.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

High school diploma and 7 years work experience.

Master's Degree and one year experience.

Bachelor's and Master's degrees may be substituted for each other (e.g., BSc, BA, BS)

**Keywords:** ships, ocean and atmospheric systems, biological, data acquisition and processing systems, data recording and analysis systems

#### **Senior Systems Analyst (Human, Biological, Integrated) (5)**

**Functional Responsibilities:** Provides mid-level subject matter expertise in science, economics, history, geography, GIS application, sociology, regulatory and related areas at state and national level, under guidance of senior staff. Such systems include (among others) ecosystems, communities, pre-historic and present cultures, and international relationships. May supervise junior staff.

**Minimum Education:** BS in Science, Economics, History, Anthropology, Geography, Sociology or relevant subject

**Minimum Experience:** 5 years of relevant experience.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

High school diploma and 9 years work experience.

Master's Degree and 3 years of relevant experience

PhD and one year experience

Bachelor's and Master's degrees may be substituted for equals (e.g., BSc, BA, BS)

**Keywords:** Economics, History, Anthropology, Geography, Sociology

#### **Senior Systems Analyst (Physical and Technical) (5)**

**Functional Responsibilities:** Provides mid-level subject matter expertise systems engineering, modeling, GIS design and development, Information Technology, administrative and acquisition systems, regulatory reporting, monitoring, and enforcement systems development and related areas at state and national level under guidance of senior staff. These systems include (among others) research and fishing vessels, ocean and atmospheric physical systems, biological, meteorological and oceanographic data acquisition and processing systems, ship and facility systems in support of environmental services, data recording and analysis systems, and complex modeling systems. May develop remote sensing algorithms for environmental- parameter measurements. In Information Technology, serves as team leader in software, network operation, websites, and system architecture. May supervise junior staff.



**Minimum Education:** BS or BA in engineering, physical sciences, mathematics, computer science, IT, or relevant subject

**Minimum Experience:** 5 years of relevant experience.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

High school diploma and 9 years work experience.

Master's Degree and 3 years of relevant experience

PhD and one year experience

Bachelor's and Master's degrees may be substituted for equals (e.g., BSc, BA, BS)

**Keywords:** systems engineering, modeling, GIS design and development, Information Technology, administrative systems

### **Principal Systems Analyst (Human, Biological, Integrated) (7)**

**Functional Responsibilities:** Provides senior subject matter expertise in science, economics, history, geography, GIS application, sociology, regulatory and related areas at state and national level. Such systems include (among others) ecosystems, communities, pre-historic and present cultures, and international relationships. May supervise senior staff.

**Minimum Education:** MS or MA in Science, Economics, History, Anthropology, Geography, Sociology or relevant subject

**Minimum Experience:** 10 years of relevant experience.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

High school diploma and 16 years work experience.

Bachelor's degree and 12 years work experience.

PhD and 8 years experience

Bachelor's, Master's and Doctoral degrees may be substituted for equals (e.g., BSc, BA, BS).

**Keywords:** Economics, History, Anthropology, Geography, Sociology

### **Principal Systems Analyst (Physical and Technical) (7)**

**Functional Responsibilities:** Provides senior subject matter expertise in systems engineering, modeling, GIS design and development, Information Technology, administrative and acquisition systems, regulatory reporting, monitoring, and enforcement systems development and related areas at state and national level. These systems include (among others) research and fishing vessels, ocean and atmospheric physical systems, biological, meteorological and oceanographic data acquisition and processing systems, ship and facility systems in support of environmental services, data recording and analysis systems, and complex modeling systems. May supervise senior staff.

**Minimum Education:** MS or MA in Engineering, physical sciences, mathematics, computer science, IT, or relevant subject

**Minimum Experience:** 10 years of relevant experience.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

High school diploma and 16 years work experience.

Bachelor's degree and 12 years work experience.

PhD and 8 years experience

Bachelor's, Master's and Doctoral degrees may be substituted for equals (e.g., BSc, BA, BS).



**Keywords:** acquisition systems, regulatory reporting, monitoring, computer systems, enforcement systems

#### **Technical Writer I (1)**

**Functional Responsibilities:** Prepares manuals, reports, procedures, brochures, guides, specifications, and technical documentation under guidance of senior staff.

**Minimum Education:** Bachelor degree: English, Science, or technical field

**Minimum Experience:** No experience required.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

High school diploma and 4 years work experience.

Bachelor's degrees may be substituted for each other (e.g., BSc, BA, BS).

**Keywords:** manuals, reports, procedures, brochures, guides

#### **Technical Writer II (5)**

**Functional Responsibilities:** Prepares manuals, reports, procedures, brochures, guides, specifications, and other technical documentation under guidance of senior staff.

**Minimum Education:** BA in English, Science, or technical field

**Minimum Experience:** 3 years of relevant experience.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

High school diploma and 7 years work experience may be substituted for a bachelor's degree.

Master's Degree and one year experience

Bachelor's and Master's degrees may be substituted for each other (e.g., BSc, BA, BS).

**Keywords:** manuals, reports, procedures, brochures, guides

#### **Senior Technical Writer (6)**

**Functional Responsibilities:** Prepare manuals, reports, guides, procedures, brochures, specifications, and related materials working independently in complex situations. May provide mid-level to senior subject matter expertise in science, engineering, economics, history, geography, sociology, administrative and acquisition systems, regulatory systems and related areas at state and national level. May supervise junior staff

**Minimum Education:** MA/MS in English, Journalism, scientific or technical discipline

**Minimum Experience:** 10 years of relevant experience.

**Acceptable Substitutions for Minimum Education/Minimum Experience Requirements:**

High school diploma and 16 years work experience.

PhD and 8 years experience

Bachelor's, Master's and Doctoral degrees may be substituted for equals (e.g., BSc, BA, BS).

**Keywords:** specifications, technical documentation, web page, presentations, outreach

\* Persons with no upper level education must demonstrate a superior level of accomplishment in order to be considered for a position at this level. It would be considered



rare to have such an individual within the environmental sciences but not exceedingly unusual for persons engaged in managerial, representational, computational and programming, or some engineering occupations.

