

ATTACHMENT A

LABOR CATEGORY DESCRIPTIONS

Position Name: Administrative Assistant I

Minimum Education Level Required: High school diploma; AA degree preferred.

Minimum Experience Required: This is the entry level in the job family where the employee applies basic fundamentals, concepts, practices, and procedures in an effort to acquire experience to become proficient in the duties of the position.

Functional Responsibility: Performs administrative duties and responsibilities in support of a program, project, department, or facility. May perform word processing and general secretarial functions. Responsible for administration and adherence to standard policies and procedures such as time charging, expense reporting, and business travel. Under general supervision may collect and analyze data for assigned projects.

Position Name: Administrative Assistant II

Minimum Experience Required: Two years' experience in the area of administrative support. A Bachelor's degree in business or a related field may be substituted for two years of experience.

Minimum Education Level Required: High school diploma. Associate's degree preferred.

Functional Responsibility: Performs administrative duties and responsibilities in support of a program, project, department, or facility. May perform word processing and general secretarial functions. Responsible for the administration of and adherence to standard policies and procedures, such as time charging, expense reporting, and business travel. Under general supervision, may collect and analyze data for assigned projects.

Position Name: Administrative Assistant III

Minimum Experience Required: Five years' experience in the area of administrative support. A Bachelor's degree in business or a related field may be substituted for two years of experience.

Minimum Education Level Required: High school diploma. Associate's degree preferred.

Functional Responsibility: Performs administrative duties and responsibilities in support of a program, project, department, or facility. May perform word processing and general secretarial functions. Responsible for the administration of and adherence to standard policies and procedures such as time charging, expense reporting, and business travel. Under limited supervision, may collect and analyze data for assigned projects. May function in a lead role and provide limited guidance and direction to lower level employees in the job family.

Position Name: Executive Assistant

Minimum Education Level Required: Bachelor's degree in business or a related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum of four years, at least one of which shall have been in support of a senior manager or executive.

Functional Responsibility: Under limited supervision, performs a broad range of administrative duties in support of an executive officer of the company. Typically acts as the primary liaison with company-level administrative and support functions such as Finance, Contracts, Human Resources, and Business Development. Carries out special projects and complex assignments, exercises frequent independent judgment, makes administrative decisions, and takes action on behalf of the executive as required. On own initiative handles all correspondence not requiring personal attention of the executive.

Position Name: Business Systems Analyst/Programmer I

Minimum Education Level Required: Bachelor's degree in business, computer science, or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: This is the entry-level position in the job family where the employee applies basic fundamentals, concepts, practices, and procedures in an effort to acquire experience to become proficient in the duties of the position.

Functional Responsibility: Prepares a wide variety of computer programs, sub-routines, and associated documentation, block diagrams, and flow charts. Conducts analysis of defined system specifications. Converts symbolic statements of work processes to detailed, logical work flow charts, and coding into program language. Designs programs, flowcharts, and diagrams. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing results, and debugging program errors. Designs and applies standard logic for individual application programs and writes programs instructions in a high level programming language.

Position Name: Business Systems Analyst/Programmer II

Minimum Education Level Required: Bachelor's degree in business, computer science, or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum two to four years' business programming/analyst experience.

Functional Responsibility: Prepares a wide variety of computer programs, sub-routines, and associated documentation, block diagrams, and flow charts. Conducts detailed analysis of defined system specifications. Converts symbolic statements of work processes to detailed, logical work flow charts, and coding into program language. Designs detailed programs, flowcharts, and diagrams. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing results, and debugging program errors. Designs and applies standard logic for individual application programs and writes programs instructions in a high level programming language.

Position Name: Business Systems Analyst/Programmer III

Minimum Education Level Required: Bachelor's or advanced degree in business, computer science, or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Five years' business programming/analyst experience.

Functional Responsibility: Develops complex computer programs, sub-routines, and associated documentation, block diagrams, and flow charts. Conducts detailed analysis of defined system specifications. Converts symbolic statements of work processes to detailed, logical work flow charts, and coding into program language. Designs detailed programs, flowcharts, and diagrams. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing results, and debugging program errors. Designs and applies standard logic for individual application programs and writes programs instructions in a high level programming language.

Position Name: Business Systems Analyst/Programmer IV

Minimum Education Level Required: Bachelor's or advanced degree in business, computer science, or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum eight years' business programming/analyst experience.

Functional Responsibility: Develops complex computer programs, sub-routines, and associated documentation, block diagrams, and flow charts. Conducts detailed analysis of defined system specifications. Converts symbolic statements of work processes to detailed, logical work flow charts, and coding into program language. Designs detailed programs, flowcharts, and diagrams. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing results, and debugging program errors. Designs and applies standard logic for individual application programs and writes programs instructions in a high level programming language. May provide guidance to lower level employees within the job family or function in a lead role.

Position Name: CAD Designer I

Minimum Education Level Required: Associate's degree in related field, or equivalent experience.

Minimum Experience Required: Minimum six years' drafting and design experience with one year's experience with CAD systems and equipment. A Bachelor's degree in a related field may be substituted for two years of drafting and design experience.

Functional Responsibility: Under limited supervision, following general instructions and with some discretion performs design preparation, tasks, and projects. Conducts parts searches. Conducts design assignments with CAD systems and equipment.

Position Name: CAD Designer II

Minimum Education Level Required: Associate's degree in related field, or equivalent experience.

Minimum Experience Required: Minimum eight years' drafting and design experience with two years' experience with CAD systems and equipment. A Bachelor's degree in a related field may be substituted for two years of drafting and design experience.

Functional Responsibility: Under general supervision with considerable latitude, performs complex design tasks and projects. May design products from start to finish or enhance and/or improve existing products. Conducts parts searches. Conducts design assignments with CAD systems and equipment.

Position Name: CAD Designer III

Minimum Education Level Required: Associate's degree in related field, or equivalent experience.

Minimum Experience Required: Minimum ten years' drafting and design experience with five years' experience with CAD systems and equipment. A Bachelor's degree in a related field may be substituted for two years of drafting and design experience.

Functional Responsibility: Under limited supervision with considerable latitude, performs complex design tasks and projects. May design products from start to finish or enhance and/or improve existing products. Conducts parts searches. Conducts design assignments with CAD systems and equipment.

Position Name: Chief Scientist

Minimum Education Level Required: Doctorate degree or an equivalent combination of education and experience.

Minimum Experience Required: Minimum ten years' relevant experience in a government contracting environment. Should have a level of technical or scientific knowledge that is so great as to be recognized as an authority in the profession.

Functional Responsibility: Organizes and reviews technical quality of activities in conjunction with members of the technical team and/or business unit. Assists in developing and screening research and development proposals and monitoring their progress. Supports proposal Red Teams. Assists line managers in identifying and evaluating company technical capabilities. Assists managers in identifying and evaluating key technologies and investment strategies directed toward company growth.

Position Name: Computer Operator I

Minimum Experience Required: Two years' technical training and/or experience.

Minimum Education Level Required: High school diploma.

Functional Responsibility: Performs routine operation and maintenance of peripherals, including processors, disk drives, and printers. Performs systems maintenance and backup. Maintains system logs. Communicates with remote terminal users.

Position Name: Computer Operator II

Minimum Experience Required: Two to four years' related experience. A Bachelor's degree in a technical field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in a technical field, or equivalent experience.

Functional Responsibility: Performs routine operation and maintenance of peripherals, including processors, disk drives, and printers. Performs systems maintenance, backup, and recovery. Maintains system logs and schedule data. Communicates with remote terminal users and provides assistance to users.

Position Name: Computer Operator III

Minimum Experience Required: Four to six years' related experience. A Bachelor's degree in a technical field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in a technical field, or equivalent experience.

Functional Responsibility: Performs routine operation and maintenance of peripherals, including processors, disk drives, and printers. Performs systems maintenance, backup, and recovery. Maintains system logs and schedule data. Communicates with remote terminal users and provides assistance to users.

Position Name: Computer Operator IV

Minimum Experience Required: Six to eight years' related experience. A Bachelor's degree in a technical field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in a technical field, or equivalent experience.

Functional Responsibility: Performs routine operation and maintenance of peripherals, including processors, disk drives, and printers. Performs systems maintenance, backup, and recovery. Maintains system logs and schedule data. Communicates with remote terminal users and provides assistance to users.

Position Name: Computer Technician I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to acquire experience and become fully proficient in the duties of the position.

Minimum Education Level Required: Associate's degree in electronics or computer technology, or equivalent experience.

Functional Responsibility: Under direct supervision, tests, troubleshoots, installs, calibrates, repairs,

and/or modifies computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs computer equipment and components.

Position Name: Computer Technician II

Minimum Experience Required: Two to four years' relevant experience. A Bachelor's degree in electronics or computer technology may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics or computer technology, or equivalent experience.

Functional Responsibility: Under limited supervision, tests, troubleshoots, installs, calibrates, repairs, and/or modifies computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs computer equipment and components.

Position Name: Computer Technician III

Minimum Experience Required: Five to seven years' relevant experience. A Bachelor's degree in electronics or computer technology may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics or computer technology, or equivalent experience.

Functional Responsibility: Under limited supervision, tests, troubleshoots, installs, calibrates, repairs, and/or modifies computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs computer equipment and components.

Position Name: Computer Technician IV

Minimum Experience Required: Eight to ten years' relevant experience. A Bachelor's degree in electronics or computer technology may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics or computer technology, or equivalent experience.

Functional Responsibility: Under limited supervision, tests, troubleshoots, installs, calibrates, repairs, and/or modifies computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs computer equipment and components. May provide guidance and direction to lower level employees within the job family.

Position Name: Associate Configuration Analyst

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to acquire experience and become fully proficient in the duties of the position.

Minimum Education Level Required: Associate's degree in business administration or related field,

or equivalent experience.

Functional Responsibility: Under direct supervision, assists with product design changes to determine the effect on the overall system. Assists with configuration identification by reviewing design for completeness and proper authorization. Assists with audits of technical documentation preparation procedures to verify compliance with job requirements. Follows standard policies and procedures.

Position Name: Configuration Analyst I

Minimum Experience Required: This entry-level professional position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to acquire experience and become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in business administration or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Analyzes proposed product design changes to determine their effects on the overall system. Ensures configuration identification by reviewing designs for completeness and proper authorization. May audit technical documentation preparation procedures to verify compliance with job requirements.

Position Name: Configuration Analyst II

Minimum Experience Required: Two years' configuration analysis experience.

Minimum Education Level Required: Bachelor's degree in business administration or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for configuration control during product development phases. Ensures configuration identification by reviewing design release documents for completeness, proper authorization, and system updates. Drafts configuration analysis plans to meet requirements. Assists in the development and maintenance of databases.

Position Name: Configuration Analyst III

Minimum Experience Required: Five years' configuration analysis experience.

Minimum Education Level Required: Bachelor's degree in business administration or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Designs and establishes configuration management documentation. Authorizes the release of drawings and changes specified by program management or other functional groups. Provides advice and guidance on methods, procedures, and requirements. Participates in special studies or projects as required. May function in a lead role to lower level employees in the same job family.

Position Name: Customer Service/Help Desk Assistant I

Minimum Experience Required: Two years' relevant experience, preferably in a customer service/help desk environment. A Bachelor's degree in computer science may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in computer science preferred, or equivalent experience.

Functional Responsibility: Under direct supervision, accepts calls to a customer service/help desk and records detailed information about the nature of the call and problems identified. May provide limited assistance after referring to established procedures, guidelines and techniques or refer the call to a more experienced technician.

Position Name: Customer Service/Help Desk Assistant II

Minimum Experience Required: Three to five years' relevant experience, preferably in a customer service/help desk environment. A Bachelor's degree in computer science may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in computer science preferred, or equivalent experience. Completion of a formal hardware or software support procedures training program preferred.

Functional Responsibility: Under limited supervision, accepts calls to a customer service/help desk and records detailed information about the nature of the call and problems identified. May provide limited assistance after referring to established procedures, guidelines, and techniques or refer the call to a more experienced technician.

Position Name: Customer Service/Help Desk Administrator I

Minimum Experience Required: Two years' relevant experience, preferably in a customer service/help desk environment or as a LAN/WAN administrator.

Minimum Education Level Required: Bachelor's degree in computer science preferred. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedures training program preferred.

Functional Responsibility: Accepts calls to a customer service/help desk and records detailed information as to the nature of the call and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. Must be knowledgeable of standard office suites, microcomputer workstations, and configuration and repair of PCs and peripherals.

Position Name: Customer Service/Help Desk Administrator II

Minimum Experience Required: Two to four years' relevant experience, preferably in a customer service/help desk environment or as a LAN/WAN administrator.

Minimum Education Level Required: Bachelor's degree in computer science. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedures training program preferred.

Functional Responsibility: Accepts calls to a customer service/help desk and records detailed information about the nature of the call and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. Must be knowledgeable of standard office suites, microcomputer workstations, and configuration and repair of PCs and peripherals.

Position Name: Customer Service/Help Desk Administrator III

Minimum Experience Required: Five to seven years' relevant experience, preferably in a customer service/help desk environment or as a LAN/WAN administrator.

Minimum Education Level Required: Bachelor's degree in computer science preferred. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedure preferred.

Functional Responsibility: Accepts calls to a customer service/help desk and records detailed information about the nature of the call and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. Must be knowledgeable of standard office suites, microcomputer workstations, and configuration and repair of PCs and peripherals.

Position Name: Customer Service/Help Desk Supervisor

Minimum Experience Required: Five to seven years' relevant experience, preferably in a customer service/help desk environment or as a LAN/WAN administrator. Minimum one to two years' supervisory experience preferred.

Minimum Education Level Required: Bachelor's degree in computer science preferred. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedure required.

Functional Responsibility: Supervises a staff of Customer Service/Help Desk Assistants and/or junior level Administrators who accept calls to a customer service/help desk and record detailed information about the nature of the call and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. As a supervisor, must be knowledgeable of standard office suites, microcomputer workstations, and configuration and repair of PCs and peripherals.

Position Name: Customer Service/Help Desk Manager I

Minimum Experience Required: Six to eight years' relevant experience, preferably in a customer service/help desk environment or as a LAN/WAN administrator. Minimum two years' supervisory experience preferred.

Minimum Education Level Required: Bachelor's degree in computer science. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedures training program required.

Functional Responsibility: Supervises a staff of Customer Service/Help Desk Assistants and/or Administrators who accept calls to a customer service/help desk and record detailed information about the nature of the calls and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. As manager, must be knowledgeable of standard office suites, microcomputer workstations, and configuration and repair of PCs and peripherals.

Position Name: Customer Service/Help Desk Manager II

Minimum Experience Required: Eight to ten years' relevant experience preferably in a customer service/help desk environment or as a LAN/WAN administrator. Minimum four years' supervisory experience preferred.

Minimum Education Level Required: Bachelor's degree in computer science preferred. Two years of experience may be substituted for one year of education. Completion of a formal hardware or software support procedures training program required.

Functional Responsibility: Supervises a staff of Customer Service/Help Desk Assistants and/or Administrators who accept calls to a customer service/help desk and record detailed information about the nature of the calls and problems identified. Provides assistance after referring to established procedures, guidelines, techniques, and standard products and applications available on PCs and file servers. As a manager, must be knowledgeable of standard office suites, microcomputer workstations and configuration and repair of PCs and peripherals.

Position Name: Database Administrator I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to acquire experience and become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in computer science or engineering. Two years of experience may be substituted for one year of education.

Functional Responsibility: Directs and controls activities related to database design, implementation, and maintenance. Maintains database dictionaries and systems integration through database design, projects long-range requirements, and reviews database concepts and functional capabilities.

Position Name: Database Administrator II

Minimum Experience Required: Two to four years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or engineering. Two years of experience may be substituted for one year of education.

Functional Responsibility: Directs and controls activities related to database design, implementation, and maintenance. Maintains database dictionaries and systems integration through database design, projects long-range requirements, and reviews database concepts and functional capabilities. May develop policies and procedures pertaining to database management, security, maintenance, and utilization.

Position Name: Database Administrator III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or engineering. Advanced degree preferred.

Functional Responsibility: Directs and controls activities related to database design, implementation, and maintenance. Maintains database dictionaries and systems integration through database design, projects long-range requirements, and reviews database concepts and functional capabilities. Develops policies and procedures pertaining to database management, security, maintenance, and utilization.

Position Name: Database Administrator IV

Minimum Experience Required: Eight to ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or engineering. Advanced degree preferred.

Functional Responsibility: Directs and controls activities related to database design, implementation, and maintenance. Maintains database dictionaries and systems integration through database design, projects long-range requirements, and reviews database concepts and functional capabilities. Develops policies and procedures pertaining to database management, security, maintenance, and utilization.

Position Name: Database Manager

Minimum Experience Required: Ten years' relevant experience with a minimum of two years' supervisory experience. Must possess good oral and written communication skills.

Minimum Education Level Required: Bachelor's degree in computer science or engineering. Advanced degree preferred.

Functional Responsibility: Directs and coordinates the work activities of a group of database administrators. Establishes and monitors schedules and ensures adherence to established deadlines. Develops policies and procedures pertaining to database management. Has supervisory responsibility

for hiring and firing, as well as salary and performance management.

Position Name: Data Communications Engineer I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to acquire experience and become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in computer science or engineering. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for the design and operation of data and voice communication systems. Defines, designs, and implements information assurance policies, procedures, and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Performs a variety of complex engineering and/or analytical tasks and activities associated with one or more areas of the telecom function, such as network design, engineering, implementation, or operations/user support.

Position Name: Data Communications Engineer II

Minimum Experience Required: Two to four years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or engineering. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for the design and operation of moderately complex data and voice communication systems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Performs a variety of complex engineering and/or analytical tasks and activities associated with one or more areas of the telecom function, such as network design, engineering, implementation, or operations/user support.

Position Name: Data Communications Engineer III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a computer science or engineering. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for the design and operation of complex data and voice communication systems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Performs a variety of complex engineering and/or analytical tasks and activities associated with one or more areas of the telecom function, such as network design, engineering, implementation, or operations/user support.

Position Name: Data Communications Engineer IV

Minimum Experience Required: Eight to ten years' relevant experience.

Minimum Education Level Required: Advanced degree in computer science or engineering, or Bachelor's degree and equivalent experience.

Functional Responsibility: Responsible for the design and operation of highly complex data and voice communication systems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Performs a variety of complex engineering and/or analytical tasks and activities associated with one or more areas of the telecom function, such as network design, engineering, implementation, or operations/user support.

Position Name: Data Entry Technician I

Minimum Education Level Required: High school diploma.

Minimum Experience Required: None, as this is considered to be a trainee position.

Functional Responsibility: Enters, transcribes, and verifies a variety of alphanumeric data onto an online, batch mode, or personal computer system. Assignments are generally of a routine nature. Maintains files, records, and chronologies of entry activities.

Position Name: Data Entry Technician II

Minimum Education Level Required: High school diploma.

Minimum Experience Required: Minimum two to four years' relevant experience. A Bachelor's degree in a related field may be substituted for two years of experience.

Functional Responsibility: Enters, transcribes, and verifies a variety of alphanumeric data onto an online, batch mode, or personal computer system. Assignments are generally of a routine nature. Maintains files, records, and chronologies of entry activities.

Position Name: Data Entry Technician III

Minimum Education Level Required: High school diploma.

Minimum Experience Required: Minimum five years' relevant experience. A Bachelor's degree in a related field may be substituted for two years of experience.

Functional Responsibility: Enters, transcribes, and verifies a variety of alphanumeric data onto an online, batch mode, or personal computer system. Assignments are generally of a routine nature. Maintains files, records, and chronologies of entry activities. May provide guidance to lower level employees in the job family and/or function in a lead role.

Position Name: Defense/Security Analyst I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to acquire experience and become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in a technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Assists in the identification, analysis, and evaluation of defense and military security systems. Assists in the resolution of information requirements problems. Assists in the preparation of briefings and reports.

Position Name: Defense/Security Analyst II

Minimum Experience Required: Two to four years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Participates in the identification, analysis, and evaluation of defense and military security systems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Participates in the resolution of information requirements problems. Participates in the preparation of briefings and reports.

Position Name: Defense/Security Analyst III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical field. Master's degree preferred.

Functional Responsibility: Participates in the identification, analysis, and evaluation of moderately complex defense and military security systems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Participates in the resolution of moderately complex information requirements problems. Participates in the preparation of briefings and reports.

Position Name: Defense/Security Analyst IV

Minimum Experience Required: Eight to ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical field. Master's degree preferred.

Functional Responsibility: Participates in the identification, analysis, and evaluation of complex

defense and military security systems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Participates in the resolution of complex information requirements problems. Participates in the preparation of briefings and reports.

Position Name: Defense/Security Analyst V

Minimum Experience Required: Ten years' relevant experience.

Minimum Education Level Required: Master's degree in a technical field, or Bachelor's degree and relevant experience.

Functional Responsibility: Participates in the identification, analysis, and evaluation of highly complex defense and military security systems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Participates in the resolution of highly complex information requirements problems. Participates in the preparation of briefings and reports.

Position Name: Department Manager I

Minimum Education Level Required: Bachelor's degree in a related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum ten years' relevant experience plus two years' experience in a supervisory capacity.

Functional Responsibility: Responsible for managing all aspects of a technical department within a major program or facility. Should possess extensive knowledge or be considered to be an expert in one or more technical disciplines. Oversees the department budget, schedule, and compliance with customer requirements. Has supervisory responsibility for hiring, firing, and salary and performance management.

Position Name: Department Manager II

Minimum Education Level Required: Bachelor's degree in related field with advanced degree preferred, or equivalent experience.

Minimum Experience Required: Minimum twelve years' relevant experience plus five years' experience in a supervisory capacity.

Functional Responsibility: Responsible for managing all aspects of a technical department within a major program or facility, or on a corporate level. Should possess extensive knowledge or be considered to be an expert in one or more technical disciplines. Oversees the department budget, schedule, and compliance with customer requirements. Has supervisory responsibility for hiring, firing, and salary and performance management.

Position Name: Desktop Publisher I

Minimum Education Level Required: High school diploma.

Minimum Experience Required: This is the entry-level position in the job family where the employee applies basic fundamentals, concepts, practices, and procedures in an effort to acquire experience to become proficient in the duties of the position.

Functional Responsibility: Under direct supervision uses a personal computer and publishing software to produce documents that simulate typeset quality. Imports from word processing software and reformats. Imports graphic images and integrates with text. Capable of manipulating text and graphics to accommodate a range of design specifications.

Position Name: Desktop Publisher II

Minimum Education Level Required: High school diploma.

Minimum Experience Required: Minimum two to four years' desktop publishing experience and/or specialized training. A Bachelor's degree in related field may be substituted for two years of experience.

Functional Responsibility: Under general supervision uses a personal computer and publishing software to produce documents that simulate typeset quality. Imports from word processing software and reformats. Imports graphic images and integrates with text. Capable of manipulating text and graphics to accommodate a range of design specifications. Requires significant knowledge of various types of equipment and software and the ability to conceptualize the desired results.

Position Name: Desktop Publisher III

Minimum Education Level Required: High school diploma; associate's degree preferred.

Minimum Experience Required: Minimum five to seven years' desktop publishing experience and/or specialized training. A Bachelor's degree in related field may be substituted for two years of experience.

Functional Responsibility: Under limited supervision uses a personal computer and publishing software to produce documents that simulate typeset quality. Imports from word processing software and reformats. Imports graphic images and integrates with text. Capable of manipulating text and graphics to accommodate a range of design specifications. Requires significant knowledge of various types of equipment and software and the ability to conceptualize the desired results. May provide guidance to lower level employees within the job family.

Position Name: Associate Director

Minimum Education Level Required: Advanced degree in business administration, computer science, engineering, or related discipline.

Minimum Experience Required: Minimum of fifteen years of relevant experience with a minimum of

seven years' experience as manager of a project, program, department, or operation.

Functional Responsibility: Assists the Director in the planning and administration of the organization's attainment of current and long-range objectives, which may include marketing, review of contractual obligations and performance to customers' delivery schedules, and overview of personnel functions and budgetary performance of the organization.

Position Name: Director I

Minimum Education Level Required: Advanced degree in business administration, computer science, engineering, or related discipline.

Minimum Experience Required: Minimum of fifteen years' relevant experience with a minimum of seven years' experience as manager of a project, program, department, or operation.

Functional Responsibility: Responsible for the planning and administration of an organization's attainment of current and long-range objectives, which may include marketing, review of contractual obligations and performance to customers' delivery schedules, and overview of personnel functions and budgetary performance of the organization.

As a member of the company's senior management team, provides input in the development of standard policies, procedures, and practices.

Position Name: Director II

Minimum Education Level Required: Advanced degree in business administration, computer science, engineering, or related discipline.

Minimum Experience Required: Minimum of seventeen years' relevant experience with a minimum of nine years' experience as manager of a project, program, department, or operation.

Functional Responsibility: Responsible for the planning and administration of an organization's attainment of current and long-range objectives which may include marketing, review of contractual obligations and performance to customers' delivery schedules, and overview of personnel functions and budgetary performance of the organization.

As a member of the company's senior management team, provides input in the development of standard policies, procedures, and practices.

In the absence of the President may function as the acting President or CEO.

Position Name: Drafter I

Minimum Education Level Required: High school diploma.

Minimum Experience Required: Minimum two years' mechanical drawing on a high school level or

equivalent experience.

Functional Responsibility: Under close supervision following detailed instructions and procedures, performs detailing, redrawing, lettering, and tracing of elementary mechanical and electrical drawings. Work is frequently checked.

Position Name: Drafter II

Minimum Education Level Required: High school diploma; associate's degree preferred.

Minimum Experience Required: Minimum two years' detailed drafting experience, preferably in a high tech industry.

Functional Responsibility: Under limited supervision, prepares detailed drawings and complete mechanical or electrical drawings and layouts. Work involves independent judgment to a limited extent with guidance and references generally available.

Position Name: Drafter III

Minimum Education Level Required: Associate's degree in a related field, or equivalent experience.

Minimum Experience Required: Minimum four years' detailed drafting experience, preferably in a high tech industry. A Bachelor's degree in related field may be substituted for two years of experience.

Functional Responsibility: Under general supervision, prepares detailed drawings and complete mechanical or electrical drawings and layouts. Work involves independent judgment to a limited extent with guidance and references generally available. May function in a lead role.

Position Name: Electrical Engineer I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in electrical engineering. Two years of experience may be substituted for one year of education.

Functional Responsibility: Assists in the design, development, modification, and analysis of devices or systems in the area of electrical engineering.

Position Name: Electrical Engineer II

Minimum Experience Required: Two to four years' electrical engineering experience.

Minimum Education Level Required: Bachelor's degree in electrical engineering. Two years of

experience may be substituted for one year of education.

Functional Responsibility: Designs, develops, modifies and evaluates devices or systems within the field of electrical engineering. Diagnoses problems and prepares relevant solutions.

Position Name: Electrical Engineer III

Minimum Experience Required: Five to seven years' electrical engineering experience.

Minimum Education Level Required: Bachelor's degree in electrical engineering. Master's degree preferred.

Functional Responsibility: Designs, develops, modifies, and evaluates devices or systems of a complex nature within the field of electrical engineering. Diagnoses problems and prepares relevant solutions. Conducts independent technical investigations.

Position Name: Electrical Engineer IV

Minimum Experience Required: Eight to ten years' electrical engineering experience.

Minimum Education Level Required: Master's degree in electrical engineering.

Functional Responsibility: Designs, develops, modifies, and evaluates devices or systems of an advanced nature within the field of electrical engineering. Diagnoses problems and prepares relevant solutions. Conducts independent technical investigations. Evaluates vendor capabilities. May provide guidance to lower level employees within the job family.

Position Name: Engineer I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in a relevant engineering discipline. Two years of experience may be substituted for one year of education.

Functional Responsibility: Assists in the design, development, modification, and analysis of devices or systems within a particular engineering discipline, such as aerospace, manufacturing, or mechanical engineering.

Position Name: Engineer II

Minimum Experience Required: Two to four years' applicable engineering experience.

Minimum Education Level Required: Bachelor's degree in a relevant engineering discipline. Two

years of experience may be substituted for one year of education.

Functional Responsibility: Designs, develops, modifies, and evaluates devices or systems within a particular engineering discipline, such as aerospace, manufacturing, or mechanical engineering. Diagnoses problems and prepares relevant solutions.

Position Name: Engineer III

Minimum Experience Required: Five to seven years' applicable engineering experience.

Minimum Education Level Required: Bachelor's degree in a relevant engineering discipline. Master's degree preferred.

Functional Responsibility: Designs, develops, modifies, and evaluates complex devices or systems within a particular engineering discipline, such as aerospace, manufacturing, or mechanical engineering. Diagnoses problems and prepares relevant solutions. Conducts independent technical investigations.

Position Name: Engineer IV

Minimum Experience Required: Eight to ten years' applicable engineering experience.

Minimum Education Level Required: Master's degree in a relevant engineering discipline.

Functional Responsibility: Designs, develops, modifies, and evaluates devices or systems of an advanced nature within a particular engineering discipline, such as aerospace, manufacturing, or mechanical engineering. Diagnoses problems and prepares relevant solutions. Conducts independent technical investigations. Evaluates vendor capabilities. May provide guidance to lower level employees within the job family.

Position Name: Engineer V

Minimum Experience Required: Ten to twelve years' applicable engineering experience.

Minimum Education Level Required: Master's degree in a relevant engineering discipline.

Functional Responsibility: Designs, develops, modifies, and evaluates devices or systems of a highly advanced nature within a particular engineering discipline, such as aerospace, manufacturing, or mechanical engineering. Diagnoses problems and prepares relevant solutions. Conducts independent technical investigations. Evaluates vendor capabilities. May provide guidance to lower level employees within the job family or function in a lead capacity.

Position Name: Engineer VI

Minimum Experience Required: Fifteen years' applicable engineering experience.

Minimum Education Level Required: Master's degree. Ph.D. preferred in a relevant engineering

discipline.

Functional Responsibility: Designs, develops, modifies and evaluates devices or systems of a highly advanced nature within a particular engineering discipline, such as aerospace, manufacturing, or mechanical engineering. Diagnoses problems and prepares relevant solutions. Conducts independent technical investigations. Evaluates vendor capabilities. May provide guidance to lower level employees within the job family or function in a lead capacity.

Position Name: Facilities Assistant I

Minimum Education Level Required: High school diploma; associate's degree preferred.

Minimum Experience Required: Minimum two years' relevant work experience. A Bachelor's degree may be substituted for two years of experience.

Functional Responsibility: Under direct supervision assists with the functional availability and operation of company owned or leased properties and furnishings to provide for a professional and efficient workplace for employees and customers for a large facility/operation. Assists with office assignments, purchasing/leasing of equipment, purchasing of office supplies, and shipping and receiving requirements to include U.S. mail, courier, and express mail. May be directly responsible for the sorting/distribution of mail and express deliveries.

Position Name: Facilities Assistant II

Minimum Education Level Required: High school diploma; associate's degree preferred.

Minimum Experience Required: Minimum five years' relevant work experience. A Bachelor's degree may be substituted for two years of experience.

Functional Responsibility: Under limited supervision assists with the functional availability and operation of company owned or leased properties and furnishings to provide for a professional and efficient workplace for employees and customers for a large facility/operation. Assists with office assignments, purchasing/leasing of equipment, purchasing of office supplies, and shipping and receiving requirements to include U.S. mail, courier, and express mail. May be directly responsible for the sorting/distribution of mail and express deliveries.

Position Name: Facilities Administrator I

Minimum Education Level Required: Bachelor's degree in business administration or liberal arts. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum of three years' administrative experience, at least half of which should be facilities-related.

Functional Responsibility: Maintains the functional availability and operation of company owned or leased properties and furnishings to provide for a professional and efficient workplace for employees and customers for a mid-size facility/operation. Coordinates office assignments, purchasing/leasing of

equipment, purchasing of office supplies, and shipping and receiving requirements to include U.S. mail, courier, and express mail.

Position Name: Facilities Administrator II

Minimum Education Level Required: Bachelor's degree in business administration or liberal arts. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum of five years' administrative experience, at least half of which should be facilities-related.

Functional Responsibility: Maintains the functional availability and operation of company owned or leased properties and furnishings to provide for a professional and efficient workplace for employees and customers for a large facility/operation. Coordinates office assignments, purchasing/leasing of equipment, purchasing of office supplies, and shipping and receiving requirements to include U.S. mail, courier, and express mail. May be involved in the negotiation of leases and subleases.

Position Name: Facilities Manager

Minimum Education Level Required: Bachelor's degree in business administration or liberal arts. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum of ten years' administrative experience, at least half of which should be facilities-related. Minimum two years' supervisory experience.

Functional Responsibility: Maintains the functional availability and operation of company owned or leased properties and furnishings to provide for a professional and efficient workplace for employees and customers. Coordinates office assignments, purchasing/leasing of equipment, purchasing of office supplies, and shipping and receiving requirements to include U.S. mail, courier, and express mail. Involved in the negotiation of leases and subleases. Provides direction to lower level staff within the job family.

Position Name: Field Engineer I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in engineering or a related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Advises customers of requirements for products and services, support equipment, and electronic equipment installations. Assists with the installation and utilization of various systems and equipment. Assists in conducting integration equipment systems tests. May conduct on-the-job-training as required in support of the aforementioned activities.

Position Name: Field Engineer II

Minimum Experience Required: Two to four years' relevant experience.

Minimum Education Level Required: Bachelor's degree in engineering or a related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: May act as the company representative at a customer site. Advises customers of requirements for products and services, support equipment, and electronic equipment installations. Assists with the installation and utilization of various systems and equipment. Assists in conducting integration equipment systems tests. May conduct on-the-job training as required in support of the aforementioned activities.

Position Name: Field Engineer III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in engineering or a related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: May act as the company representative at a critical customer site. Advises customers of requirements for products and services, support equipment, and electronic equipment installations. Assists with the installation and utilization of various systems and equipment. Directs, advises, or assists in conducting regular or special integration equipment systems tests. May conduct on-the-job-training as required in support of the aforementioned activities. May provide guidance to lower level employees in the job family.

Position Name: Senior Field Engineer IV

Minimum Experience Required: Eight to ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in engineering or related field. Advanced degree preferred.

Functional Responsibility: May act as the company representative at a critical customer site. Advises customers of requirements for products and services, support equipment, and electronic equipment installations. Assists with the installation and utilization of various systems and equipment. Directs, advises, or assists in conducting regular or special integration equipment systems tests. Prepares special reports and presentations on the aforementioned areas. May conduct on-the-job-training as required in support of the aforementioned activities. May provide guidance to lower level employees in the job family.

Position Name: Field Technician I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Associate's degree in electronics, or equivalent experience.

Functional Responsibility: Under direct supervision, tests, troubleshoots, installs, calibrates, repairs, and/or modifies electronic/computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs equipment and components.

Position Name: Field Technician II

Minimum Experience Required: Two to four years' relevant experience. A Bachelor's degree in electronics or related field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics, or equivalent experience.

Functional Responsibility: Under limited supervision, tests, troubleshoots, installs, calibrates, repairs, and/or modifies electronic/computer equipment and systems. May conduct tests to evaluate performance and reliability. Repairs equipment and components.

Position Name: Field Technician III

Minimum Experience Required: Five to seven years' relevant experience. A Bachelor's degree in electronics or related field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics, or equivalent experience.

Functional Responsibility: Under general supervision, tests, troubleshoots, installs, calibrates, repairs, and/or modifies electronic/computer equipment and systems. Conducts tests to evaluate performance and reliability. Performs a wide range of complex activities and operations requiring application of one or more disciplines and procedures such as electrical testing, engineering mathematics, etc. Repairs equipment and components.

Position Name: Field Technician IV

Minimum Experience Required: Eight to ten years' relevant experience. A Bachelor's degree in electronics or related field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics, or equivalent experience.

Functional Responsibility: Under general supervision, tests, troubleshoots, installs, calibrates, repairs, and/or modifies electronic/computer equipment and systems. Conducts tests to evaluate performance and reliability. Performs a wide range of complex activities and operations requiring application of one or more disciplines and procedures such as electrical testing, engineering mathematics, etc. Repairs equipment and components. May provide direction to lower level employees within the job family.

Position Name: Financial Analyst I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in finance, accounting, or business administration. Two years of experience may be substituted for one year of education.

Functional Responsibility: Conducts assigned financial studies and reviews of operating budgets for cost experience against budgeted funds and prepares recommendations to counter overruns and adjust expenses. Evaluates controls on labor, overhead, and general and administrative expenditures. Identifies trends and prepares special reports to project financial performance.

Position Name: Financial Analyst II

Minimum Experience Required: Two to four years' relevant experience, preferably in a government and/or commercial contracting environment.

Minimum Education Level Required: Bachelor's degree in finance, accounting, or business administration. Two years of experience may be substituted for one year of education.

Functional Responsibility: Conducts financial studies and reviews of operating budgets for cost experience against budgeted funds and prepares recommendations to counter overruns and adjust expenses. Evaluates controls on labor, overhead, and general and administrative expenditures. Identifies trends and prepares special reports to project financial performance. May provide specialized financial guidance to management.

Position Name: Financial Analyst III

Minimum Experience Required: Five to seven years' relevant experience, preferably in a government and/or commercial contracting environment.

Minimum Education Level Required: Bachelor's degree in finance, accounting, or business administration. Advanced degree preferred. Two years of experience may be substituted for one year of education.

Functional Responsibility: Conducts complex financial studies and reviews of operating budgets for cost experience against budgeted funds and prepares recommendations to counter overruns and adjust expenses. Evaluates controls on labor, overhead, and general and administrative expenditures. Identifies trends and prepares special reports to project financial performance. May provide specialized financial guidance to management. May provide direction to lower level employees within the job family.

Position Name: Financial Analyst IV

Minimum Experience Required: Minimum of seven years' relevant experience, preferably in a government and/or commercial contracting environment

Minimum Education Level Required: Bachelor's degree in finance, accounting, or business

administration; advanced degree preferred.

Functional Responsibility: Conducts complex financial studies and reviews of operating budgets for cost experience against budgeted funds and prepares recommendations to counter overruns and adjust expenses. Evaluates controls on labor, overhead, and general and administrative expenditures; identifies trends and prepares special reports to project financial performance. Provides specialized financial guidance to management. May provide direction to lower level employees within the job family.

Position Name: General Office Clerk I

Minimum Education Level Required: High school diploma.

Minimum Experience Required: This is the entry-level position in the job family where the employee applies basic fundamentals concepts, practices, and procedures so as to acquire the knowledge and experience to become fully proficient in the duties of the job.

Functional Responsibility: May be responsible for answering phones, routing messages, light typing, photocopying of documents, taxing of documents, and filing of documents. Performs data entry and other basic clerical skills. Performs work under direct supervision.

Position Name: General Office Clerk II

Minimum Education Level Required: High school diploma.

Minimum Experience Required: Minimum of one to two years' general office experience.

Functional Responsibility: May be responsible for answering phones, routing messages, light typing, photocopying of documents, taxing of documents, and filing of documents. Performs data entry and other basic clerical skills. Performs work under direct supervision.

Position Name: Graphics Illustrator I

Minimum Education Level Required: High school diploma; associate's degree preferred.

Minimum Experience Required: This is the entry-level position in the job family where the employee applies basic fundamentals, concepts, practices, and procedures in an effort to acquire experience to become proficient in the duties of the position.

Functional Responsibility: Under direct supervision develops graphic artwork using computerized equipment. Produces a variety of artwork including technical documentation support, vugraph and 33mm slide presentations, flow charts, wall charts, pamphlets, and brochures. Produces finished artwork from furnished information.

Position Name: Graphics Illustrator II

Minimum Education Level Required: Associate's degree, or equivalent experience

Minimum Experience Required: Minimum two to four years' relevant experience. A Bachelor's degree may be substituted for two years of experience.

Functional Responsibility: Under general supervision develops graphic artwork using computerized equipment. Produces a variety of artwork including technical documentation support, vugraph and 33mm slide presentations, flow charts, wall charts, pamphlets, and brochures. Produces finished artwork from furnished information.

Position Name: Graphics Illustrator III

Minimum Education Level Required: Associate's degree, or equivalent experience.

Minimum Experience Required: Minimum five to seven years' relevant experience. A Bachelor's degree may be substituted for two years of experience.

Functional Responsibility: Under limited supervision develops graphic artwork using computerized equipment. Produces a variety of artwork including technical documentation support, vugraph and 33mm slide presentations, flow charts, wall charts, pamphlets, and brochures. Produces finished artwork from furnished information.

Position Name: Graphics Illustrator IV

Minimum Education Level Required: Associate's degree, or equivalent experience.

Minimum Experience Required: Minimum eight to ten years' relevant experience. A Bachelor's degree may be substituted for two years of experience.

Functional Responsibility: Under limited supervision develops graphic artwork using computerized equipment. Produces a variety of artwork including technical documentation support, vugraph and 33mm slide presentations, flow charts, wall charts, pamphlets, and brochures. Produces finished artwork from furnished information. May provide guidance to lower level employees within the job family and/or function in a lead role.

Position Name: Hardware Engineer I

Minimum Education Level Required: Bachelor's degree in a technical discipline. Two years of experience may be substituted for one year of education.

Minimum Experience Required: This is the entry-level position in the job family where the employee applies basic fundamentals, concepts, practices, and procedures in an effort to acquire experience to become proficient in the duties of the position.

Functional Responsibility: Performs design, development, testing, and evaluation of procedures,

processes, techniques, and models to produce sophisticated equipment. May work under the direction of a more experienced individual within the same job family.

Position Name: Hardware Engineer II

Minimum Education Level Required: Bachelor's degree in a technical discipline. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum two to four years' relevant experience.

Functional Responsibility: Performs design, development, testing, and evaluation of procedures, processes, techniques and models to produce sophisticated equipment. Works under general supervision.

Position Name: Hardware Engineer III

Minimum Education Level Required: Bachelor's degree in a technical discipline. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum five to seven years' relevant experience.

Functional Responsibility: Performs design, development, testing, and evaluation of procedures, processes, techniques and models to produce sophisticated equipment.

Position Name: Hardware Engineer IV

Minimum Education Level Required: Bachelor's degree in a technical discipline, advanced degree preferred; or equivalent experience.

Minimum Experience Required: Minimum eight to ten years' relevant experience.

Functional Responsibility: Performs design, development, testing, and evaluation of procedures, processes, techniques, and models to produce sophisticated equipment.

Position Name: Hardware Engineer V

Minimum Education Level Required: Bachelor's degree in a technical discipline, advanced degree preferred; or equivalent experience.

Minimum Experience Required: Minimum ten years' relevant experience.

Functional Responsibility: Performs at the highest level of technical complexity the design, development, testing, and evaluation of procedures, processes, techniques, and models to produce sophisticated equipment.

Position Name: Hardware Engineer VI

Minimum Education Level Required: Advanced degree in a technical discipline or bachelor's degree and equivalent experience.

Minimum Experience Required: Minimum twelve years' relevant experience.

Functional Responsibility: Performs at the highest level of technical complexity the design, development, testing, and evaluation of procedures, processes, techniques, and models to produce sophisticated equipment. May provide guidance to lower level employees within the same job family or function in a lead role.

Position Name: Hardware Manager

Minimum Education Level Required: Bachelor's degree in a technical discipline, advanced degree preferred; or equivalent experience.

Minimum Experience Required: Minimum ten years' relevant experience and minimum of two years' supervisory experience.

Functional Responsibility: Directs and coordinates the work activities of a group of hardware engineers. Establishes and monitors schedules and ensures adherence to deadlines. Reviews work for completeness and technical accuracy. Has supervisory responsibility for hiring, firing, and salary and performance management.

Position Name: LAN Administrator I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Associate's degree in computer science, electronics, or a related field, or equivalent experience.

Functional Responsibility: Under direct supervision, assists with the installation, maintenance, and usage of a program, department, or facility's Local Area Network. Installs software and troubleshoots user and LAN problems, and defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Maintains LAN security. Implements LAN policies, procedures, and standards to ensure conformity to program, department, facility, and/or company standards.

Position Name: LAN Administrator II

Minimum Experience Required: Three to five years' relevant experience.

Minimum Education Level Required: Associate's degree in computer science, electronics, or a

related field, or equivalent experience.

Functional Responsibility: Under general supervision, assists with the installation, maintenance, and usage of a program, department, or facility's Local Area Network. Installs software and troubleshoots user and LAN problems, and defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Maintains LAN security. Implements LAN policies, procedures, and standards to ensure conformity to program, department, facility, and/or company standards.

Position Name: LAN Administrator III

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in a technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for installation, maintenance, and usage of a program, department, or facility's Local Area Network. Installs software and troubleshoots user and LAN problems, and defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Maintains LAN security. Implements LAN policies, procedures, and standards to ensure conformity to program, department, facility, and/or company standards.

Position Name: LAN Administrator IV

Minimum Experience Required: Two years' experience in LAN administration.

Minimum Education Level Required: Bachelor's degree in a technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for installation, maintenance, and usage of a program, department, facility, or company's Local Area Network. Installs software and troubleshoots user and LAN problems, and defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Maintains LAN security. Assists with evaluation of vendor products for initial acquisition or system enhancements. Trains users on LAN operation. Implements LAN policies, procedures, and standards to ensure conformity to program, department, facility, and/or company standards.

Position Name: LAN Administrator V

Minimum Experience Required: Five years' experience in LAN administration.

Minimum Education Level Required: Bachelor's degree in a technical field. Two years of experience

may be substituted for one year of education.

Functional Responsibility: Responsible for design, installation, maintenance, and usage of a program, department, facility, or company's Local Area Network. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Develops LAN security. Evaluates vendor hardware and software for complex networks. Troubleshoots complex LAN problems. May provide guidance to lower level employees within the job family.

Position Name: Logistician I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in business or a related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Under direct supervision, assists in the development of acquisition, procurement, and/or logistical management systems. Obtains and researches data required to perform related analysis. Assists in developing materials for tracking and status reports. Reviews project objectives, complex features, and potential solutions.

Position Name: Logistician II

Minimum Experience Required: Two to four years' relevant experience in the area of acquisition, procurement, and/or logistics.

Minimum Education Level Required: Bachelor's degree in business or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Under general supervision, assists in the development of acquisition, procurement, and/or logistical management systems. Obtains and researches data required to perform related analysis. Assists in developing materials for tracking and status reports. Reviews project objectives, complex features, and potential solutions.

Position Name: Logistician III

Minimum Experience Required: Five years' relevant experience in acquisition, procurement, or logistics.

Minimum Education Level Required: Bachelor's degree in business or related field. Master's degree preferred. Two years of experience may be substituted for one year of education.

Functional Responsibility: Under limited supervision, assists in the development of acquisition, procurement, and/or logistical management systems. Obtains and researches data required to perform related analysis. Assists in developing materials for tracking and status reports. Reviews project

objectives, complex features, and potential solutions.

Position Name: Logistics Manager

Minimum Experience Required: Ten years' relevant experience in acquisition, procurement, and/or logistical management and minimum of two years' supervisory experience. Must possess good oral and written communication skills.

Minimum Education Level Required: Bachelor's degree in business or related field. Master's degree or equivalent experience preferred. Two years of experience may be substituted for one year of education.

Functional Responsibility: Directs and coordinates the work activities of a staff of professionals engaged in acquisition, procurement, and/or logistical management systems. Establishes and monitors schedules and ensures adherence to deadlines. Reviews work for completeness and technical accuracy. Has supervisory responsibility for hiring and firing, as well as salary and performance management.

Position Name: Network Engineer/Analyst I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in a technical discipline. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for the design, integration, operation, and management of enterprise networks linking a variety of platforms, operating systems, and network protocols. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Makes recommendations related to network architecture, hardware and software product evaluation, and problem resolution.

Position Name: Network Engineer/Analyst II

Minimum Experience Required: Three to five years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical discipline. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for the design, integration, operation, and management of enterprise networks linking a variety of platforms, operating systems, network topologies and network protocols. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Makes recommendations related to network architecture, hardware and software product evaluation, and problem resolution. Requires advanced knowledge in area of local and wide area networking, communication, and related hardware/software. Works with minimum supervision.

Position Name: Network Engineer/Analyst III

Minimum Experience Required: Six years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical discipline. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for the design, integration, operation, and management of complex enterprise networks linking a variety of platforms, operating systems, network topologies, and network protocols. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Makes recommendations related to network architecture, hardware and software product evaluation, and problem resolution. Requires advanced knowledge in area of local and wide area networking, communication, and related hardware/software. Works independently. May provide guidance to lower level employees within the job family.

Position Name: Network Engineer/Analyst IV

Minimum Experience Required: Eight years' relevant experience.

Minimum Education Level Required: Advanced degree in a technical discipline, or Bachelor's degree and equivalent experience.

Functional Responsibility: Responsible for the design, integration, operation, and management of complex enterprise networks linking a variety of platforms, operating systems, network topologies and network protocols. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Makes recommendations related to network architecture, hardware and software product evaluation, and problem resolution. Requires advanced knowledge in area of local and wide area networking, communication, and related hardware/software. Works independently. May function in a lead role or as deputy manager.

Position Name: Network Manager

Minimum Experience Required: Ten years' networking experience and a minimum of two years' supervisory/management experience. Must possess good oral and written communication skills.

Minimum Education Level Required: Advanced degree in a technical discipline, or Bachelor's degree and equivalent experience.

Functional Responsibility: Responsible for the network management of a program, facility, or department. Has overall responsibility for the design, integration, operation, and management of multiple networks linking a variety of platforms, systems, topologies, and protocols. Responsible for the hiring and firing, as well as salary and performance management of the network staff. Also considered a technical expert in the field of network management.

Position Name: Network Support Specialist I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: High school diploma with some advanced training in electronics or computer maintenance.

Functional Responsibility: Under direct supervision, assists with the operation and management of enterprise networks linking a variety of platforms, operating systems, and network protocols following established procedures.

Position Name: Network Support Specialist II

Minimum Experience Required: Two to four years' relevant experience. A Bachelor's degree in electronics, computer science, or related field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics, computer science, or related field, or equivalent experience.

Functional Responsibility: Under general supervision, assists with the operation and management of enterprise networks linking a variety of platforms, operating systems, and network protocols following established procedures.

Position Name: Network Support Specialist III

Minimum Experience Required: Five to seven years' relevant experience. A Bachelor's degree in electronics, computer science, or related field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in electronics, computer science, or related field, or equivalent experience.

Functional Responsibility: Under limited supervision, assists with the operation and management of enterprise networks linking a variety of platforms, operating systems, and network protocols following established procedures. May provide guidance to lower level employees within the job family and/or function in a lead role.

Position Name: Office Administrator I

Minimum Education Level Required: High school diploma or AA degree; Bachelor's preferred.

Minimum Experience Required: Minimum five years' directly related, comprehensive administrative

experience. Reads, writes, and communicates at a level to solicit and/or explain information that is not highly complex or technical. Must be able to compose correspondence and/or reports. Computer skills in word processing, graphics, and spreadsheets.

Functional Responsibility: In a small to moderate size facility/customer site may be personally responsible for or oversee various administrative functions to include general administrative support, finance and accounting, office facilities, security, purchasing and human resources. May also support a senior manager with advanced administrative assistance services.

Position Name: Office Administrator II

Minimum Education Level Required: High school diploma or AA degree; Bachelor's preferred.

Minimum Experience Required: Minimum seven years' directly related, comprehensive administrative experience, at least one of which shall have been in a lead or supervisory role. Reads, writes, and communicates at a level to solicit and/or explain information that is not highly complex or technical. Must be able to compose correspondence and/or reports. Computer skills in word processing, graphics, and spreadsheets.

Functional Responsibility: In a moderate size facility/customer site may be personally responsible for or oversee various administrative functions to include general administrative support, finance and accounting, office facilities, security, purchasing and human resources. May direct the activities of one or more non-exempt administrative support employees. May also support a senior manager with advanced administrative assistance services.

Position Name: Office Administrator III

Minimum Education Level Required: High school diploma or AA degree; Bachelor's preferred.

Minimum Experience Required: Minimum eight years' directly related, comprehensive administrative experience, at least two of which shall have been in a lead or supervisory role. Reads, writes, and communicates at a level to solicit and/or explain information that is not highly complex or technical. Must be able to compose correspondence and/or reports. Computer skills in word processing, graphics, and spreadsheets.

Functional Responsibility: In a large sized facility/customer site may be personally responsible for or oversee various administrative functions to include general administrative support, finance and accounting, office facilities, security, purchasing and human resources. May direct the activities of one or more non-exempt administrative support employees. May also support a senior manager with advanced administrative assistance services.

Position Name: Office Manager

Minimum Education Level Required: BA/BS degree in business or related field; a high school diploma and four years' relevant experience may be substituted for a bachelor's degree.

Minimum Experience Required: Minimum of five years' directly related, comprehensive

administrative experience, at least one of which shall have been in a lead and/or supervisory role. Reads, writes, and communicates at a level to solicit and/or explain information that is not highly complex or technical. Must be able to compose correspondence and/or reports. Computer skills in word processing, graphics, and spreadsheets.

Functional Responsibility: Responsible for managing multiple administrative functional areas within an off-site facility. Oversees the operation of various areas, which may include general support, finance and accounting, office facilities, security, purchasing and human resources. Directs the activities of two or more administrative support personnel. May be required to support a senior manager with advanced administrative assistance services.

Position Name: Office Services Manager

Minimum Education Level Required: Bachelor's degree in business or related field; a high school diploma and four years' relevant experience may be substituted for a bachelor's degree.

Minimum Experience Required: Minimum of seven years' directly related, comprehensive administrative experience, at least two of which shall have been in a lead and/or supervisory role.

Functional Responsibility: Responsible for managing multiple administrative functional areas at the corporate headquarters facility. Oversees the operation of various areas, which may include general administrative support, finance and accounting, office facilities, security, purchasing and human resources. Directs the activities of two or more administrative support personnel.

Position Name: Operations Manager I

Minimum Experience Required: Twelve years' program related experience.

Minimum Education Level Required: Advanced degree in engineering or business, or equivalent experience.

Functional Responsibility: Responsible for oversight and coordination of multiple projects and/or programs. Supervises two or more project and/or program managers within the management chain. Supplemental responsibilities will include business development activities, financial performance, leadership, and people management. Has supervisory responsibility for hiring and firing, as well as salary and performance management.

Position Name: Operations Manager II

Minimum Experience Required: Fifteen years' program related experience.

Minimum Education Level Required: Advanced degree in engineering or business, or equivalent experience.

Functional Responsibility: Responsible for oversight and coordination of multiple projects and/or programs. Supervises three or more project and/or program managers within the management chain. Supplemental responsibilities will include business development activities, financial performance,

leadership, and people management. Has supervisory responsibility for hiring and firing, as well as salary and performance management.

Position Name: Program Manager I

Minimum Experience Required: Six years' program related experience or prior management experience. Must possess excellent oral and written communication skills and the ability to conduct business briefings and presentations.

Minimum Education Level Required: Bachelor's degree with emphasis in business or engineering or equivalent experience. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for managing all aspects of programs of moderate risk and complexity and/or may have deputy responsibility for a larger program. May frequently be involved in several programs simultaneously. Oversees the program budget, schedule, and compliance with contractual requirements. Has supervisory responsibility for hiring and firing, as well as salary and performance management. Serves as the primary customer contact.

Position Name: Program Manager II

Minimum Experience Required: Ten years' program related experience, with at least five years' functional or prior program management experience. Must possess excellent oral and written communication skills and the ability to conduct business briefings and presentations.

Minimum Education Level Required: Bachelor's degree in engineering or business. Advanced degree or equivalent experience preferred.

Functional Responsibility: Responsible for managing all aspects of a relatively complex program. May manage fixed price contracts. May be involved in several programs simultaneously. Has responsibility for program growth, marketing, and follow-on business. Oversees the program budget, schedule, and compliance with contractual requirements. Has supervisory responsibility for hiring and firing, as well as salary and performance management. Serves as the primary contact with the customer.

Position Name: Programmer/Analyst I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Designs, codes, tests, develops, and documents application programs for routine and straightforward computer use. Works with users to define system scope and objectives. Performs modifications to and maintenance of operational programs and procedures. Creates computer and procedural forms and documentation.

Position Name: Programmer/Analyst II

Minimum Experience Required: Two to four years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Designs, codes, tests, develops, and documents application programs for moderately complex computer systems. Works with users to define system scope and objectives. Performs modifications to and maintenance of operational programs and procedures. Creates computer and procedural forms and documentation.

Position Name: Programmer/Analyst III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Designs, codes, tests, develops, and documents application programs for complex computer systems. Works with users to define system scope and objectives. Performs modifications to and maintenance of operational programs and procedures. Creates computer and procedural forms and documentation.

Position Name: Programmer/Analyst IV

Minimum Experience Required: Eight to ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Advanced degree preferred.

Functional Responsibility: Designs, codes, tests, develops, and documents application programs for highly complex computer systems. Works with users to define system scope and objectives. Performs modifications to and maintenance of operational programs and procedures. Creates computer and procedural forms and documentation.

Position Name: Programmer/Analyst V

Minimum Experience Required: Ten to twelve years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Advanced degree preferred.

Functional Responsibility: Designs, codes, tests, develops, and documents application programs for

highly complex computer systems. Works with users to define system scope and objectives. Performs modifications to and maintenance of operational programs and procedures. Creates computer and procedural forms and documentation. May provide guidance and direction to lower level employees within the job family.

Position Name: Project Manager I

Minimum Experience Required: This entry position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position. Must possess good oral and written communication skills and the ability to conduct business briefings and presentations.

Minimum Education Level Required: Bachelor's degree with emphasis in business and or engineering. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for managing a project of relatively low risk and complexity and/or part of a larger program. Ensures required resources such as manpower, production, computer time, and facilities are available. May have supervisory responsibility for hiring and firing, as well as salary and performance management. Plans and monitors project under direction of a Program Manager or Director.

Position Name: Project Manager II

Minimum Experience Required: Eight years' relevant experience, with at least three in a lead or project management role. Must possess good oral and written communication skills and the ability to conduct briefings and presentations.

Minimum Education Level Required: Bachelor's degree with emphasis in business and or engineering. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for managing a project of moderate risk and complexity and/or part of a larger program. Ensures required resources such as manpower, production, computer time, and facilities are available. May have supervisory responsibility for hiring and firing, as well as salary and performance management. Plans and monitors project under direction of a Program Manager or Director.

Position Name: Project Manager III

Minimum Experience Required: Twelve years' relevant experience, with at least five in a lead or project management role. Must possess excellent oral and written communication skills and the ability to conduct business briefings and presentations.

Minimum Education Level Required: Bachelor's degree with emphasis in business and or engineering. Advanced degree or equivalent experience preferred.

Functional Responsibility: Responsible for managing a project of higher risk and complexity and/or

part of a larger program. Ensures required resources such as manpower, production, computer time, and facilities are available. Has supervisory responsibility for hiring and firing, as well as salary and performance management. Plans and monitors project under direction of a Program Manager or Director.

Position Name: Receptionist I

Minimum Education Level Required: High school diploma.

Minimum Experience Required: This is the entry-level position in the job family. Previous experience in a customer service environment is an asset. Must possess excellent oral skills; must speak clearly and distinctly. Use of standard office equipment and/or terminal.

Functional Responsibility: Under direct supervision, greets company visitors and guests. May handle incoming telephone calls and take messages Directs visitors and callers to proper person or department. May maintain visitor badge controls. Pages persons when necessary. May assist with general clerical duties on an as-needed basis.

Position Name: Receptionist II

Minimum Education Level Required: High school diploma.

Minimum Experience Required: A minimum of two years' general office experience, as least one of which shall have been as a receptionist. Must possess excellent oral skills; must speak clearly and distinctly. A Bachelor's degree may be substituted for two years of experience.

Functional Responsibility: Under direct supervision, greets company visitors and guests. May handle incoming telephone calls and take messages Directs visitors and callers to proper person or department. May maintain visitor badge controls. Pages persons when necessary. May assist with general clerical duties on an as-needed basis.

Position Name: Research Analyst I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in engineering, business administration, economics, or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Under direct supervision, analyzes actual and predictable interacting operational activities of a military, governmental, or business system to obtain a quantitative, rational basis for decision-making or resources allocation. Uses modeling and measuring techniques, mathematics, statistical methods, engineering methods, operational techniques, and other principles and laws of scientific and/or economic disciplines in determining solutions.

Position Name: Research Analyst II

Minimum Experience Required: Two to four years' research analyst experience.

Minimum Education Level Required: Bachelor's degree in engineering, business administration, economics, or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Under limited supervision, analyzes actual and predictable interacting operational activities of a military, governmental, or business system to obtain quantitative, rational basis for decision-making or resources allocation. Uses modeling and measuring techniques, mathematics, statistical methods, engineering methods, operational techniques, and other principles and laws of scientific and/or economic disciplines in determining solutions.

Position Name: Research Analyst III

Minimum Experience Required: Five to seven years' research analyst experience.

Minimum Education Level Required: Bachelor's degree in engineering, business administration, economics, or related field. Master's degree or equivalent experience preferred.

Functional Responsibility: Analyzes actual and predictable interacting operational activities of a military, governmental, or business system to obtain quantitative, rational basis for decision-making or resources allocation. Uses modeling and measuring techniques, mathematics, statistical methods, engineering methods, operational techniques, and other principles and laws of scientific and/or economic disciplines in determining solutions.

Position Name: Security Assistant I

Minimum Education Level Required: High school diploma.

Minimum Experience Required: This is the entry-level position in the job family where the employee applies basic fundamentals, concepts, practices, and procedures so as to acquire the knowledge and experience to become fully proficient in the duties of the job.

Functional Responsibility: Conducts basic document control and inventory, receives and transmits classified mail, prepares personnel history questionnaires, and escorts visitors as required. Also may assist in meeting preparation and compiling access lists for personnel security database. Assists with maintenance of personnel files.

Position Name: Security Assistant II

Minimum Education Level Required: High school diploma.

Minimum Experience Required: Minimum of two years' security experience with a federal contractor. A Bachelor's degree may be substituted for two years of experience.

Functional Responsibility: Fully capable of handling the responsibilities of the Security Assistant I position. In addition monitors computer databases for personnel action and contract requirements.

Organizes and maintains security administration files. Prepares and assists with security audits. May assist in the preparation of security manuals/instructions.

Position Name: Security Assistant III

Minimum Education Level Required: High school diploma.

Minimum Experience Required: Minimum of five years' security experience with a federal contractor. A Bachelor's degree may be substituted for two years of experience.

Functional Responsibility: Develops and maintains security procedures for federal classified materials, documents, equipment, and data. Responsible for document control and inventory, physical security, and maintenance of personnel security files. May interface with customer security representatives and assist in preparation of documents such as SPPS, checklists, and instruction guides.

Position Name: Security Administrator I

Minimum Education Level Required: Bachelor's degree or four years' equivalent experience in government security.

Minimum Experience Required: This is the entry-level professional position in the job family where the employee applies basic fundamentals, concepts, practices, and procedures so as to acquire the knowledge and experience to become proficient in the duties of the position.

Functional Responsibility: Administers routine aspects of DoD or other industrial security program to ensure compliance with government and company security policies and procedures. Monitors security procedures and ensures compliance with all aspects of a security program. May conduct security briefings and education program. Investigates losses and security violations and recommends corrective action. Assists in revision of policies and procedure manuals. Interfaces with outside agencies.

Position Name: Security Administrator II

Minimum Education Level Required: Bachelor's degree. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Five years' experience in a DoD or other industrial security program. Must have an in-depth knowledge and understanding of the DoD or other government security regulatory manual.

Functional Responsibility: Administers and coordinates DoD or other industrial security programs to ensure compliance with government and company security policies and procedures. Monitors security procedures and ensures compliance with all aspects of a security program. Conducts security briefings and education programs. Investigates losses and security violations and recommends corrective action. Develops relevant policies and procedure manuals. Serves as liaison with outside agencies.

Position Name: Security Administrator III

Minimum Education Level Required: Bachelor's degree. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Eight years' experience in a DoD or other industrial security program. Must have an in-depth knowledge and understanding of the DoD or other government security regulatory manual.

Functional Responsibility: Administers and coordinates DoD or other industrial security programs to ensure compliance with government and company security policies and procedures. Monitors security procedures and ensures compliance with all aspects of a security program. Conducts security briefings and education programs. Investigates losses and security violations and recommends corrective action. Develops relevant policies and procedure manuals. Serves as liaison with outside agencies.

Position Name: Security Administrator IV

Minimum Education Level Required: Bachelor's degree. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Ten years' experience in a DoD or other industrial security program. Must have an in-depth knowledge and understanding of the DoD or other government security regulatory manual.

Functional Responsibility: Administers and coordinates DoD or other industrial security programs to ensure compliance with government and company security policies and procedures. Monitors security procedures and ensures compliance with all aspects of a security program. Conducts security briefings and education programs. Investigates losses and security violations and recommends corrective action. Develops relevant policies and procedure manuals. Serves as liaison with outside agencies. May provide direction to lower level employees within the job family.

Position Name: Security Manager I

Minimum Education Level Required: Bachelor's degree. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum of five years' in a DoD or other industrial security program. In-depth knowledge of DoD or other government security regulatory manual. Experience must include supervisory/management experience.

Functional Responsibility: Responsible for the direct supervision/management of the security administration organization and subordinate personnel of a moderate sized program or facility. Manages all aspects of the DoD or other industrial security program to ensure compliance with the government and company security policies and procedures. Reviews and investigates noncompliance issues. Oversees the development and execution of security training programs. Responsible for the employment, training, and discipline of lower-level employees within the job family.

Position Name: Security Manager II

Minimum Education Level Required: Bachelor's degree. Two years of experience may be

substituted for one year of education.

Minimum Experience Required: Minimum of eight years' in a DoD or other industrial security program. In-depth knowledge of DoD or other government security regulatory manual. Experience must include supervisor/management experience.

Functional Responsibility: Responsible for the direct supervision/management of the security administration organization and subordinate personnel of a large program or facility. Manages all aspects of the DoD or other industrial security program to ensure compliance with the government and company security policies and procedures. Reviews and investigates noncompliance issues. Oversees the development and execution of security training programs. Responsible for the employment, training, and discipline of lower-level employees within the job family.

Position Name: Assistant Contract Special Security Officer

Minimum Education Level Required: High school diploma.

Minimum Experience Required: Three years as ACSSO or equivalent formal training. Directly related work experience will be given a higher priority and is considered more important than continuing education. Must be proficient with database management systems. Needs extensive knowledge of DIAM-50-3, 50-4, 50-5, the ISM, and the DoD 5200 series Security Directives. Should also have a working knowledge of TEMPEST and TSCM programs. Current TS/S BI required.

Functional Responsibility: Provides administrative assistance to the CSSO and acts as the document control custodian for the facility. Receipts for, logs in, and controls all classified holdings for a large automated facility.

Position Name: Contract Special Security Officer

Minimum Education Level Required: Bachelor's degree desirable. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Five years' experience in the design and operation of a secure contractor facility. Technical background in a combination of TEMPEST, TSCM, computer security, OPSEC, and personal and physical security desirable. Knowledge of ISM and DoD 5200 Series Directives is required. Top Secret/SBI is mandatory.

Functional Responsibility: Prepares all facility documentation. Develops billet requirements and requisition documentation. Indoctrination of all eligible employees. Conducts security education for all employees. Document custodian for all holdings. Prepares budget for security operation, facilities, and contract guard service. Manages the security operations staff. Conducts security violation investigations.

Position Name: Software Engineer/Analyst I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in a technical discipline.

Functional Responsibility: Under direct supervision, performs relatively routine analysis, design, development, testing, and debugging of computer software. Activities range from operating system architecture integration and software design to selection of computer systems, languages, and/or equipment.

Position Name: Software Engineer/Analyst II

Minimum Experience Required: Two to four years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical discipline. Two years of experience may be substituted for one year of education.

Functional Responsibility: Under general supervision, performs moderately complex analysis, design, development, testing, and debugging of computer software. Activities range from operating system architecture integration and software design to selection of computer systems, languages and/or equipment.

Position Name: Software Engineer/Analyst III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical discipline. Two years of experience may be substituted for one year of education.

Functional Responsibility: Under limited supervision, performs complex analysis, design, development, testing, and debugging of computer software. Activities range from operating system architecture integration and software design to selection of computer systems, languages, and/or equipment.

Position Name: Software Engineer/Analyst IV

Minimum Experience Required: Eight to ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical discipline. Advanced degree or equivalent experience preferred.

Functional Responsibility: Performs highly complex analysis, design, development, testing, and debugging of computer software. Activities range from operating system architecture integration and software design to selection of computer systems, languages, and/or equipment.

Position Name: Software Engineer/Analyst V

Minimum Experience Required: Ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical discipline. Advanced degree or equivalent experience preferred.

Functional Responsibility: At the highest level of technical complexity, performs the analysis, design, development, testing, and debugging of computer software. Activities range from operating system architecture integration and software design to selection of computer systems, languages, and/or equipment.

Position Name: Software Engineer/Analyst VI

Minimum Experience Required: Twelve years' relevant experience.

Minimum Education Level Required: Advanced degree in a technical discipline, or Bachelor's degree and equivalent experience.

Functional Responsibility: At the highest level of technical complexity, performs the analysis, design, development, testing and debugging of computer software. Activities range from operating system architecture integration and software design to selection of computer systems, languages, and/or equipment. May provide guidance to lower level employees within the same job family.

Position Name: Software Manager

Minimum Experience Required: Ten years' relevant experience and minimum of two years' supervisory experience. Must possess good oral and written communication skills.

Minimum Education Level Required: Bachelor's degree in a technical discipline. Advanced degree or equivalent experience preferred.

Functional Responsibility: Directs and coordinates the work activities of a group of software engineers. Establishes and monitors schedules and ensures adherence to deadlines. Reviews work for completeness and technical accuracy. Has supervisory responsibility for hiring and firing, as well as salary and performance management.

Position Name: Software Technician I

Minimum Experience Required: One to two years' relevant experience.

Minimum Education Level Required: High school diploma. Associate's degree in a technical field preferred.

Functional Responsibility: Under close supervision, supports software development, enhancement,

testing, and maintenance efforts. Generates code documentation, runs software test procedures, and reviews systems test results. May assist in writing system test analysis reports and in performing other technical and documentation tasks.

Position Name: Software Technician II

Minimum Experience Required: Three to five years' relevant experience. A Bachelor's degree in a technical field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in a technical field, or equivalent experience.

Functional Responsibility: Under general supervision, supports software development, enhancement, testing, and maintenance efforts. Generates code documentation, runs software test procedures, and reviews systems test results. May assist in writing system test analysis reports and in performing other technical and documentation tasks.

Position Name: Software Technician III

Minimum Experience Required: Five to seven years' relevant experience. A Bachelor's degree in a technical field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in a technical field, or equivalent experience.

Functional Responsibility: Under minimal supervision, supports software development, enhancement, testing, and maintenance efforts. Generates code documentation, runs software test procedures, and reviews systems test results. May assist in writing system test analysis reports and perform other technical and documentation tasks.

Position Name: Staff Assistant I

Minimum Education Level Required: Bachelor's in business or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: This is the entry level in the job family where the employee applies basic fundamentals, concepts, practices, and procedures in an effort to acquire experience to become proficient in the duties of the position. Ability to read, write, and communicate at a level that is somewhat complex and technical. Should be able to compose basic correspondence and reports. Computer skills in word processing, graphics, and spreadsheets.

Functional Responsibility: Performs a variety of administrative duties and responsibilities in support of a corporate administrative department and/or technical directorate. May perform word processing and general clerical and secretarial functions.

May be responsible for the administration and adherence to standard policies and procedures such as

time charging, expense reporting, and business travel. Under general supervision may collect and analyze data for assigned projects. Employees within this job family are subject to periodic rotation among headquarters organizations.

Position Name: Staff Assistant II

Minimum Education Level Required: Bachelor's in business or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum of two years in area of administrative support. Ability to read, write, and communicate at a level that is somewhat complex and technical. Should be able to compose basic correspondence and reports. Computer skills in word processing, graphics, and spreadsheets.

Functional Responsibility: Performs a variety of administrative duties and responsibilities in support of a corporate administrative department and/or technical directorate. May perform word processing and general clerical secretarial functions. May be responsible for the administration and adherence to standard policies and procedures such as time charging, expense reporting, and business travel. Under general supervision may collect and analyze data for assigned projects. Employees within this job family are subject to periodic rotation among headquarters organizations.

Position Name: Staff Assistant III

Minimum Education Level Required: Bachelor's in business or related field. Two years of experience may be substituted for one year of education.

Minimum Experience Required: Minimum of four years in area of administrative support. Ability to read, write, and communicate at a level that is more complex and technical. Should be able to compose basic correspondence and reports. Computer skills in word processing, graphics, and spreadsheets.

Functional Responsibility: Performs a variety of administrative duties and responsibilities in support of a corporate administrative department and/or technical directorate. May perform word processing and general clerical and secretarial functions. May be responsible for the administration and adherence to standard policies and procedures such as time charging, expense reporting, and business travel. Under limited supervision may collect and analyze data for assigned projects. May function in a lead role and provide limited guidance and directions to lower level employees in the job family.

Position Name: Systems Administrator I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Associate's degree in computer science, electronics, or a related field, or equivalent experience.

Functional Responsibility: Under direct supervision, assists with the installation, maintenance, and

usage of a computer/operating system. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Installs software and troubleshoots user and system problems. Maintains system security.

Position Name: Systems Administrator II

Minimum Experience Required: Two to four years' relevant experience. A Bachelor's degree in computer science, electronics, or a related field may be substituted for two years of experience.

Minimum Education Level Required: Associate's degree in computer science, electronics, or a related field, or equivalent experience.

Functional Responsibility: Under general supervision, assists with the installation, maintenance, and usage of a computer/operating system. Installs software and troubleshoots user and system problems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Maintains system security.

Position Name: Systems Administrator III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in technical field or equivalent experience. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for the installation, maintenance, and usage of a computer system. Installs software and troubleshoots user and system problems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Maintains system security. Implements policies, procedures, and standards to ensure conformity to the program.

Position Name: Systems Administrator IV

Minimum Experience Required: Six to eight years' relevant experience.

Minimum Education Level Required: Bachelor's degree in technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Responsible for the installation, maintenance, and usage of a computer system. Installs software and troubleshoots user and system problems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Maintains system security. Implements policies, procedures, and standards to ensure conformity to the program. May provide direction to lower level employees within the job family and/or function in a lead role.

Position Name: Systems Administrator V

Minimum Experience Required: Ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in technical field. Master's degree or equivalent experience preferred.

Functional Responsibility: Responsible for the installation, maintenance, and usage of a computer system. Installs software and troubleshoots user and system problems. Defines, designs, and implements information assurance policies, procedures and related defense-in-depth systems in accordance with stated industry and government standards and guidelines. Maintains system security. Implements policies, procedures and standards to ensure conformity to the program. May provide direction to lower level employees within the job family and/or function in a lead role.

Position Name: Systems Analyst I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, policies, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in computer science, management information systems, or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Assists in performing routine analysis and systems design. Gathers information from users for analysis of problem areas and prepares elementary studies. Assists in preparation of systems specifications. Prepares basic functional process charts and routine flow charts of basic systems.

Position Name: Systems Analyst II

Minimum Experience Required: Two to four years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science, management information systems, or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Performs analysis and systems design for a variety of applications. Analyzes procedures and systems to refine their formulation and converts them into programmable formats. Gathers information from users for analysis of problem areas and prepares preliminary studies of potential data processing applications and design proposals. Recommends conversion and system implementation plans including user training and orientation.

Position Name: Systems Analyst III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science, management

information systems, or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Analyzes and evaluates user requirements by coordinating with the user to define the problem, data availability, report requirements, and system design problems. Defines systems objectives and prepares system design specifications to meet user requirements. Defines input and output file specifications. Defines controls, conversion procedures, and system implementation plans including user training and orientation. May provide guidance to lower level employees within the job family.

Position Name: Systems Analyst IV

Minimum Experience Required: Eight to ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science, management information systems, or related field. Advanced degree preferred.

Functional Responsibility: Analyzes and evaluates major system project requirements by reviewing user requirements to define the problem, data availability, report requirements, and system design problems. Defines systems objectives and prepares system design specifications to meet user requirements. Defines input and output file specifications. Formulates logical statements of user requirements and develops solutions through application of systems and methods engineering techniques. Defines controls, conversion procedures, and system implementation plans including user training and orientation. May provide guidance to lower level employees within the job family.

Position Name: Systems Engineer I

Minimum Experience Required:

Minimum Education Level Required:

Functional Responsibility:

Position Name: Systems Engineer II

Minimum Experience Required: a related field may be substituted for two years of experience.

Minimum Education Level Required:

Functional Responsibility:

Position Name: Systems Engineer III

Minimum Experience Required: Minimum of five to seven years of relevant experience.

Minimum Education Level Required: Bachelor's degree in engineering, computer science,

mathematics or related field.

Functional Responsibility: Performs a variety of engineering work in the development of an operable system to include planning, analysis, testing, and deployment capable of meeting requirements within imposed constraints including established customer requirements. Designs and/or analyzes subsystem interfaces to ensure that subsystems are integrated and work together to form a viable complete system. Carries out predetermined concepts and procedures for equipment or interface design, testing, construction and installation, engineering research and study programs. Represents the company at subcontractor's plants, customer sites, and other field locations. Acts as an engineering generalist with knowledge in several different engineering disciplines. Plans, directs, coordinates engineering functions involved in the design and development, installation, testing and integration of systems and subsystems. Coordinates with other technical personnel in solving technical problems, fabricating equipment, gathering information, formulating plans, designs, cost estimates, and specifications. Directs or conducts research studies necessary for the improvement or reconfiguration of systems or subsystems. Serves as the customer interface and organizational consultant on significant issues requiring technical guidance, redirection or resolution. Prepares analysis of technical data and information resulting from tests, studies, and analyses.

Position Name: Systems Engineer IV

Minimum Experience Required: Minimum of eight to ten years of relevant experience.

Minimum Education Level Required: Bachelor's degree in a technical discipline; advanced degree preferred; or equivalent experience.

Functional Responsibility: Performs a variety of engineering work in the development of an operable system to include planning, analysis, testing, and deployment capable of meeting requirements within imposed constraints including established customer requirements. Designs and/or analyzes subsystem interfaces to ensure that subsystems are integrated and work together to form a viable complete system. Performs functional analysis of a system to ensure it meets performance criteria and requirements and to feed the analysis results back to the subsystem development teams. Performs or directs the performance of complex engineering assignments involved in the research, design, and development of an overall project comprising a number of equipment systems. Originates engineering plans, ideas, schemes and techniques, as may be required to direct the efforts of assigned personnel to achieve desired results and objectives. Evaluates engineering progress, developments and findings, to assure technical adequacy to meet operational demands and conformance with established standards and practices. Acts as an engineering generalist with knowledge in several different engineering disciplines.

Position Name: Systems Engineer V

Minimum Experience Required: Ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in technical field. Master's degree or equivalent experience preferred.

Functional Responsibility:

Position Name: Systems Engineer VI

Minimum Experience Required:

Minimum Education Level Required:

Functional Responsibility:

Position Name: Systems Manager

Minimum Experience Required: Ten years' relevant experience and minimum of two years' supervisory experience.

Minimum Education Level Required: Bachelor's degree in technical field. Master's degree or equivalent experience preferred.

Functional Responsibility: Directs and coordinates the work activities of a group of systems administrators. Establishes and monitors schedules and ensures adherence to deadlines. Reviews work for completeness and technical accuracy. Has supervisory responsibility for hiring and firing, as well as salary and performance management.

Position Name: Systems Programmer I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Installs, debugs, and tunes simple internal operating system software, including general-purpose packages. Performs simple maintenance and prepares subroutine documentation from detailed specifications. Assists in applying maintenance/system upgrades. Serves as point of contact for resolution of simple internal system software problems.

Position Name: Systems Programmer II

Minimum Experience Required: Two to four years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Installs, debugs, and tunes moderately complex internal operating system software, including general-purpose packages. Applies maintenance/system upgrades. Serves as point of contact for resolution of moderately complex internal system software problems. Provides support in resolving outages and ensures minimal downtime. Monitors and tunes system hardware and software configuration to ensure maximum performance.

Position Name: Systems Programmer III

Minimum Experience Required: Five to seven years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Installs, debugs, and tunes complex internal operating system software, including general-purpose packages. Applies maintenance/system upgrades. Serves as point of contact for resolution of complex internal system software problems. Provides support in resolving outages and ensures minimal downtime. Monitors and tunes system hardware and software configuration to ensure maximum performance.

Position Name: Systems Programmer IV

Minimum Experience Required: Eight to ten years' relevant experience.

Minimum Education Level Required: Bachelor's degree in computer science or related field. Advanced degree preferred.

Functional Responsibility: Installs, debugs, and tunes highly complex internal operating system software, including general-purpose packages. Applies maintenance/system upgrades. Serves as point of contact for resolution of highly complex internal system software problems. Provides support in resolving outages and ensures minimal downtime. Monitors and tunes system hardware and software configuration to ensure maximum performance.

Position Name: Systems Programmer V

Minimum Experience Required: Ten years' relevant experience.

Minimum Education Level Required: Advanced degree in computer science, or Bachelor's degree and equivalent experience.

Functional Responsibility: Installs, debugs, and tunes highly complex internal operating system software, including general-purpose packages. Applies maintenance/system upgrades. Serves as point of contact for resolution of highly complex internal system software problems. Provides support in resolving outages and ensures minimal downtime. Monitors and tunes system hardware and software configuration to ensure maximum performance. May provide guidance to lower level employees within the job family.

Position Name: Technical Writer/Editor I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of the position.

Minimum Education Level Required: Bachelor's degree in English or a technical field. Two years of

experience may be substituted for one year of education.

Functional Responsibility: Under direct supervision and following established procedures and formats, researches, writes, edits and proofreads technical data for use in routine documents. Ensures that documents meet editorial and government specifications and adhere to standards for quality, graphics, coverage, format, and style.

Position Name: Technical Writer/Editor II

Minimum Experience Required: Two years' technical writing experience.

Minimum Education Level Required: Bachelor's degree in English or a technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Following established procedures and formats, researches, writes, edits and proofreads technical data for use in routine documents. Ensures that documents meet editorial and government specifications and adhere to standards for quality, graphics, coverage, format, and style.

Position Name: Technical Writer/Editor III

Minimum Experience Required: Two to four years' technical writing and editing experience.

Minimum Education Level Required: Bachelor's degree in English or a technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Researches, writes, edits, and proofreads technical data for use in documents. Ensures that documents meet editorial and government specifications and adhere to standards for quality, graphics, coverage, format, and style. Assists in establishing style guidelines and standards for texts and illustrations.

Position Name: Technical Writer/Editor IV

Minimum Experience Required: Five to seven years' technical writing and editing experience.

Minimum Education Level Required: Bachelor's degree in English or a technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility: Researches, organizes, writes, edits, and proofreads technical data for major publication projects. Ensures that documents meet editorial and government specifications and adhere to standards for quality, graphics, coverage, format, and style. Assists in establishing style guidelines and standards for texts and illustrations. May provide guidance to lower level employees within the job family or function in a lead role.

Position Name: Telecommunications Analyst I

Minimum Experience Required: This entry-level position in the job family requires the employee to apply basic fundamentals, concepts, practices, and procedures to become fully proficient in the duties of

the position.

Minimum Education Level Required: Bachelor's degree in English or a technical field. Two years of experience may be substituted for one year of education.

Functional Responsibility:

Position Name: Telecommunications Analyst II

Minimum Experience Required: Minimum of two to four years of relevant experience.

Minimum Education Level Required: Bachelor's degree in technical discipline.

Functional Responsibility: Under general supervision, analyzes the installation and maintenance services for voice and data telecommunications/network equipment including routers, hubs, switches, and voice mail utilized throughout a network(s). Performs all support activities associated with the monitor, evaluation, and performance of voice and data telecommunication systems. Develops or establishes relationships with service providers. Monitors system performance. Coordinates setting up new users and relocating existing users for applicable telecommunication needs. Identifies areas of operation that need upgrading. Establishes strategic plans to utilize the latest technologies. Assists with the development of technical specifications for vendor proposals. Coordinates and oversees troubleshooting of entire communication system to identify problems. Responds to and provides assistance and resolution for telecommunication issues. Contributes to the development of emergency plans to deal with catastrophic events. Generates/updates project documents.

Position Name: Telecommunications Analyst III

Minimum Experience Required: Minimum of five to seven years of relevant experience.

Minimum Education Level Required: Bachelor's degree in technical discipline; Master's degree preferred.

Functional Responsibility: Under limited supervision, analyzes the installation and maintenance services for voice and data telecommunications/network equipment including routers, hubs, switches, and voice mail utilized throughout a network(s). Performs all support activities associated with the monitor, evaluation, and performance of voice and data telecommunication systems. Develops or establishes relationships with service providers. Monitors system performance. Coordinates setting up new users and relocating existing users for applicable telecommunication needs. Identifies areas of operation that need upgrading and leads implementation. Establishes strategic plans to utilize the latest technologies. Develops technical specifications for vendor proposals. Coordinates and oversees troubleshooting of entire communication system to identify problems. Develops technical standards and interface requirements. Responds to and provides assistance and resolution for telecommunication issues. Installs voice and data communications hardware and software. Develops emergency plans to deal with catastrophic events.

Maintains liaison with outside agencies. Develops and implements procedures and coordinates

procedure manual revisions. Assists in developing technical standards and application interface. Leads and provides technical assistance and resolution for security issues/problems. Generates/updates project documents. Performs telecommunication systems evaluation. As a team leader: plans and organizes projects, directs the project through the different phases, and provides time estimates. May provide direction to lower level employees within the job family.

Position Name: Telecommunications Analyst IV

Minimum Experience Required: Minimum of eight years of relevant experience.

Minimum Education Level Required: Master's degree or equivalent.

Functional Responsibility: Analyzes the installation and maintenance services for voice and data telecommunications/network equipment including routers, hubs, switches, and voice mail utilized throughout a network(s). Performs all support activities associated with the monitor, evaluation, and performance of voice and data telecommunication systems. Develops or establishes relationships with service providers. Monitors system performance. Coordinates setting up new users and relocating existing users for applicable telecommunication needs. Identifies areas of operation that need upgrading and leads implementation. Establishes strategic plans to utilize the latest technologies. Develops technical specifications for in-dept vendor proposals. Coordinates and oversees troubleshooting of entire communication system to identify problems. Develops technical standards and interface requirements. Installs voice and data communications hardware and software. Develops emergency plans to deal with catastrophic events. Leads and provides technical assistance and resolution for security issues/problems. May provide direction to lower level employees within the job family.

Position Name: Trainer I

Minimum Experience Required: Minimum of one year of relevant experience.

Minimum Education Level Required: Bachelor's degree in education, human resources or related field.

Functional Responsibility: XYZlyzes the installation and maintenance services for voice and data telecommunications/network equipment including routers, hubs, switches, and voice mail utilized throughout a network(s). Performs all support activities associated with the monitor, evaluation, and performance of voice and data telecommunication systems. Develops

Position Name: Trainer II

Minimum Experience Required: Minimum of two to four years of relevant experience.

Minimum Education Level Required: Bachelor's degree in education, human resources or related field.

Functional Responsibility: XYZlyzes the installation and maintenance services for voice and data telecommunications/network equipment including routers, hubs, switches, and voice mail utilized throughout a network(s). Performs all support activities associated with the monitor, evaluation, and performance of voice and data telecommunication systems. Develops

Position Name: Trainer III

Minimum Experience Required: Minimum of five years of relevant experience.

Minimum Education Level Required: Bachelor's degree in education, human resources or related field.

Functional Responsibility: XYZlyzes the installation and maintenance services for voice and data telecommunications/network equipment including routers, hubs, switches, and voice mail utilized throughout a network(s). Performs all support activities associated with the monitor, evaluation, and performance of voice and data telecommunication systems. Develops

Position Name: Trainer IV

Minimum Experience Required: Minimum of seven years of relevant experience.

Minimum Education Level Required: Bachelor's degree in education, human resources or related field. Master's degree preferred.

Functional Responsibility: XYZlyzes the installation and maintenance services for voice and data telecommunications/network equipment including routers, hubs, switches, and voice mail utilized throughout a network(s). Performs all support activities associated with the monitor, evaluation, and performance of voice and data telecommunication systems. Develops