

GSA Catalog and Price List for



TOTAL SOLUTIONS

Professional Services Schedule (PSS)

GS-23F-0253R

SIN CODES:

520-13, 520-21, 520-22, C132-51, 871-5, 874-1, 874-4, 874-6, 874-7 and 899-3

Total Solutions, Inc.

1626 County Line Road
Madison, Alabama 35756

256-721-3987

256-464-7178 fax

www.totalsolutions-inc.com

Contract Number: GS-23F-0253R

Period Covered by Contract: September 2, 2015 through September 1, 2020

Revised: July 2016

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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

Schedule Title: Professional Services Schedule
FSC Group: 520
Contract Number: GS-23F-0253R

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at fss.gsa.gov.

Contract Period: September 2, 2015 through September 1, 2020
Contractor Name: Total Solutions, Inc.
Address: 1626 County Line Road, Madison, Alabama 35756
Phone Number: 256-721-3987
Fax Number: 256-464-7178
Web site: www.totalsolutions-inc.com
Contact for Contract Administration: Jimmy Holt

Business size: SDB, small, woman-owned

Prices shown herein are Net 30 (discount deducted)

Supplement Number:

Effective Date: June 2, 2016

CUSTOMER INFORMATION PAGE

1a. Awarded SIN Codes

SIN 520-13/RC Complementary Financial Management Services
 SIN 520-21RC Program Management Services
 SIN 520-22/RC Grants Management Support Services
 SIN 132-51/RC Information Technology Professional Services
 SIN 871-5/RC Integrated Logistics Support
 SIN 874-1/RC Integrated Consulting Services
 SIN 874-4/RC Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships
 SIN 874-6/RC Acquisition Management Support
 SIN 874-7/RC Integrated Business Program Support Services
 SIN 899-3/RC Environmental Training Services

1b. Awarded Pricing

SIN Code	Labor Category	09/02/15-09/01/16	09/02/16-09/01/17	09/02/17-09/01/18	09/02/18-09/01/19	09/02/19-09/01/20
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3	Administrative & Documentation Support I**	\$ 38.25	\$ 38.86	\$ 39.48	\$ 40.11	\$ 40.75
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3	Administrative & Documentation Support II**	\$ 48.30	\$ 49.07	\$ 49.86	\$ 50.66	\$ 51.47
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3	Administrative & Documentation Support III	\$ 63.01	\$ 64.02	\$ 65.04	\$ 66.08	\$ 67.14

SIN Code	Labor Category	09/02/15-09/01/16	09/02/16-09/01/17	09/02/17-09/01/18	09/02/18-09/01/19	09/02/19-09/01/20
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3	Administrative Support I**	\$ 26.77	\$ 27.20	\$ 27.64	\$ 28.08	\$ 28.53
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3	Administrative Support II**	\$ 36.84	\$ 37.43	\$ 38.03	\$ 38.64	\$ 39.26
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3	Administrative/Executive Assistant I**	\$ 42.54	\$ 43.22	\$ 43.91	\$ 44.61	\$ 45.32
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3	Administrative/Executive Assistant II	\$ 45.69	\$ 46.42	\$ 47.16	\$ 47.91	\$ 48.68
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3	Administrative/Executive Assistant III	\$ 51.00	\$ 51.82	\$ 52.65	\$ 53.49	\$ 54.35
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3	Administrative/Executive Assistant IV	\$ 54.77	\$ 55.65	\$ 56.54	\$ 57.44	\$ 58.36

SIN Code	Labor Category	09/02/15-09/01/16	09/02/16-09/01/17	09/02/17-09/01/18	09/02/18-09/01/19	09/02/19-09/01/20
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3	Administrative/Executive Assistant V	\$ 57.66	\$ 58.58	\$ 59.52	\$ 60.47	\$ 61.44
520-21 520-22 871-5 874-1 874-7 899-3 C132-51	Analyst I	\$ 49.40	\$ 50.19	\$ 50.99	\$ 51.81	\$ 52.64
520-21 520-22 871-5 874-1 874-7 899-3 C132-51	Analyst II	\$ 54.05	\$ 54.91	\$ 55.79	\$ 56.68	\$ 57.59
520-21 520-22 871-5 874-1 874-7 899-3 C132-51	Analyst III	\$ 60.52	\$ 61.49	\$ 62.47	\$ 63.47	\$ 64.49
520-21 520-22 871-5 874-1 874-7 899-3 C132-51	Analyst IV	\$ 79.22	\$ 80.49	\$ 81.78	\$ 83.09	\$ 84.42
520-21 520-22 871-5 874-1 874-7 899-3 C132-51	Analyst V	\$ 88.39	\$ 89.80	\$ 91.24	\$ 92.70	\$ 94.18
520-13 520-21 520-22 871-5 874-1 874-7 899-3 C132-51	Business Methods Engineer I	\$ 61.19	\$ 62.17	\$ 63.16	\$ 64.17	\$ 65.20

SIN Code	Labor Category	09/02/15-09/01/16	09/02/16-09/01/17	09/02/17-09/01/18	09/02/18-09/01/19	09/02/19-09/01/20
520-13 520-21 520-22 871-5 874-1 874-7 899-3 C132-51	Business Methods Engineer II	\$ 68.22	\$ 69.31	\$ 70.42	\$ 71.55	\$ 72.69
520-13 520-21 520-22 871-5 874-1 874-7 899-3 C132-51	Business Methods Engineer III	\$ 76.67	\$ 77.90	\$ 79.15	\$ 80.42	\$ 81.71
520-13 520-21 520-22 871-5 874-1 874-7 899-3 C132-51	Business Methods Engineer IV	\$ 81.07	\$ 82.37	\$ 83.69	\$ 85.03	\$ 86.39
520-13 520-21 520-22 871-5 874-1 874-7 899-3 C132-51	Business Methods Engineer V	\$ 98.45	\$ 100.03	\$ 101.63	\$ 103.26	\$ 104.91
520-13 520-21 520-22 871-5 874-1 874-7 899-3 C132-51	Business Methods Engineer VI	\$ 108.12	\$ 109.85	\$ 111.61	\$ 113.40	\$ 115.21
874-1 874-4 899-3 C132-51	Computer Programmer I	\$ 64.08	\$ 65.11	\$ 66.15	\$ 67.21	\$ 68.29
874-1 874-4 899-3 C132-51	Computer Programmer II	\$ 70.83	\$ 71.96	\$ 73.11	\$ 74.28	\$ 75.47
874-1 874-4 899-3 C132-51	Computer Programmer III	\$ 85.21	\$ 86.57	\$ 87.96	\$ 89.37	\$ 90.80
874-1 874-4 899-3 C132-51	Computer Programmer IV	\$ 92.65	\$ 94.13	\$ 95.64	\$ 97.17	\$ 98.72

SIN Code	Labor Category	09/02/15-09/01/16	09/02/16-09/01/17	09/02/17-09/01/18	09/02/18-09/01/19	09/02/19-09/01/20
520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Consultant I	\$ 110.28	\$ 112.04	\$ 113.83	\$ 115.65	\$ 117.50
520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Consultant II	\$ 134.71	\$ 136.87	\$ 139.06	\$ 141.28	\$ 143.54
520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Consultant III	\$ 164.62	\$ 167.25	\$ 169.93	\$ 172.65	\$ 175.41
520-22 871-5 874-6 C132-51	Contract/Grant Specialist Level I	\$ 38.89	\$ 39.51	\$ 40.14	\$ 40.78	\$ 41.43
520-22 871-5 874-6 C132-51	Contract/Grant Specialist Level II	\$ 58.05	\$ 58.98	\$ 59.92	\$ 60.88	\$ 61.85
520-22 871-5 874-6 C132-51	Contract/Grant Specialist Level III	\$ 61.67	\$ 62.66	\$ 63.66	\$ 64.68	\$ 65.71
871-5 899-3 C132-51	Engineer I	\$ 70.81	\$ 71.94	\$ 73.09	\$ 74.26	\$ 75.45
871-5 899-3 C132-51	Engineer II	\$ 82.31	\$ 83.63	\$ 84.97	\$ 86.33	\$ 87.71
871-5 899-3 C132-51	Engineer III	\$ 110.55	\$ 112.32	\$ 114.12	\$ 115.95	\$ 117.81
871-5 899-3 C132-51	Engineer IV	\$ 115.68	\$ 117.53	\$ 119.41	\$ 121.32	\$ 123.26
871-5 899-3 C132-51	Engineer V	\$ 154.76	\$ 157.24	\$ 159.76	\$ 162.32	\$ 164.92

SIN Code	Labor Category	09/02/15-09/01/16	09/02/16-09/01/17	09/02/17-09/01/18	09/02/18-09/01/19	09/02/19-09/01/20
871-5 899-3 C132-51	Engineer Technician I	\$ 37.06	\$ 37.65	\$ 38.25	\$ 38.86	\$ 39.48
871-5 899-3 C132-51	Engineer Technician II	\$ 48.28	\$ 49.05	\$ 49.83	\$ 50.63	\$ 51.44
520-21 520-22 874-1 874-6 874-7	Financial Analyst I	\$ 46.22	\$ 46.96	\$ 47.71	\$ 48.47	\$ 49.25
520-21 520-22 874-1 874-6 874-7	Financial Analyst II	\$ 55.68	\$ 56.57	\$ 57.48	\$ 58.40	\$ 59.33
871-5 874-1 874-4 899-3 C132-51	Graphics Artist/Illustrator I	\$ 42.15	\$ 42.82	\$ 43.51	\$ 44.21	\$ 44.92
871-5 874-1 874-4 899-3 C132-51	Graphics Artist/Illustrator II	\$ 50.28	\$ 51.08	\$ 51.90	\$ 52.73	\$ 53.57
871-5 874-1 874-4 899-3 C132-51	Graphics Artist/Illustrator III	\$ 55.19	\$ 56.07	\$ 56.97	\$ 57.88	\$ 58.81
871-5 874-1 874-4 899-3 C132-51	Graphics Artist/Illustrator IV	\$ 66.95	\$ 68.02	\$ 69.11	\$ 70.22	\$ 71.34
871-5 874-1 874-4 899-3 C132-51	Graphics Artist/Illustrator V	\$ 77.04	\$ 78.27	\$ 79.52	\$ 80.79	\$ 82.08
871-5 874-1 899-3	Health Advisor I	\$ 69.08	\$ 70.19	\$ 71.31	\$ 72.45	\$ 73.61
871-5 874-1 899-3	Health Advisor II	\$ 78.26	\$ 79.51	\$ 80.78	\$ 82.07	\$ 83.38
871-5 874-1 899-3	Health Advisor III	\$ 86.13	\$ 87.51	\$ 88.91	\$ 90.33	\$ 91.78
871-5 874-1 899-3	Health Advisor IV	\$ 101.74	\$ 103.37	\$ 105.02	\$ 106.70	\$ 108.41

SIN Code	Labor Category	09/02/15-09/01/16	09/02/16-09/01/17	09/02/17-09/01/18	09/02/18-09/01/19	09/02/19-09/01/20
871-5 874-1 899-3	Health Advisor V	\$ 113.16	\$ 114.97	\$ 116.81	\$ 118.68	\$ 120.58
871-5 874-1 874-4 874-7 899-3	Logistics Specialist I**	\$ 33.33	\$ 33.86	\$ 34.40	\$ 34.95	\$ 35.51
871-5 874-1 874-4 874-7 899-3	Logistics Specialist II**	\$ 35.25	\$ 35.81	\$ 36.38	\$ 36.96	\$ 37.55
871-5 874-1 874-4 874-7 899-3	Logistics Specialist III	\$ 37.76	\$ 38.36	\$ 38.97	\$ 39.59	\$ 40.22
871-5 874-1 874-4 874-7 899-3	Logistics Specialist IV	\$ 49.23	\$ 50.02	\$ 50.82	\$ 51.63	\$ 52.46
520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Management Analyst I	\$ 54.76	\$ 55.64	\$ 56.53	\$ 57.43	\$ 58.35
520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Management Analyst II	\$ 59.61	\$ 60.56	\$ 61.53	\$ 62.51	\$ 63.51
520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Management Analyst III	\$ 64.40	\$ 65.43	\$ 66.48	\$ 67.54	\$ 68.62

SIN Code	Labor Category	09/02/15-09/01/16	09/02/16-09/01/17	09/02/17-09/01/18	09/02/18-09/01/19	09/02/19-09/01/20
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Program Manager	\$ 142.94	\$ 145.23	\$ 147.55	\$ 149.91	\$ 152.31
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Program Support Analyst I	\$ 45.96	\$ 46.70	\$ 47.45	\$ 48.21	\$ 48.98
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Program Support Analyst II	\$ 61.27	\$ 62.25	\$ 63.25	\$ 64.26	\$ 65.29
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Program Support Analyst III	\$ 70.51	\$ 71.64	\$ 72.79	\$ 73.95	\$ 75.13
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Project Manager I	\$ 111.62	\$ 113.41	\$ 115.22	\$ 117.06	\$ 118.93

SIN Code	Labor Category	09/02/15-09/01/16	09/02/16-09/01/17	09/02/17-09/01/18	09/02/18-09/01/19	09/02/19-09/01/20
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Project Manager II	\$ 133.87	\$ 136.01	\$ 138.19	\$ 140.40	\$ 142.65
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Project Manager III	\$ 156.82	\$ 159.33	\$ 161.88	\$ 164.47	\$ 167.10
871-5 874-1 899-3	Scientific Analyst I	\$ 69.72	\$ 70.84	\$ 71.97	\$ 73.12	\$ 74.29
871-5 874-1 899-3	Scientific Analyst II	\$ 85.07	\$ 86.43	\$ 87.81	\$ 89.21	\$ 90.64
871-5 874-1 899-3	Scientific Analyst III	\$ 92.86	\$ 94.35	\$ 95.86	\$ 97.39	\$ 98.95
871-5 874-1 899-3	Scientist I	\$ 54.42	\$ 55.29	\$ 56.17	\$ 57.07	\$ 57.98
871-5 874-1 899-3	Scientist II	\$ 67.21	\$ 68.29	\$ 69.38	\$ 70.49	\$ 71.62
871-5 874-1 899-3	Scientist III	\$ 74.48	\$ 75.67	\$ 76.88	\$ 78.11	\$ 79.36
871-5 874-1 899-3	Scientist IV	\$ 85.07	\$ 86.43	\$ 87.81	\$ 89.21	\$ 90.64
871-5 874-1 899-3	Scientist V	\$ 105.26	\$ 106.94	\$ 108.65	\$ 110.39	\$ 112.16
871-5 874-1 899-3	Scientist VI	\$ 162.10	\$ 164.69	\$ 167.33	\$ 170.01	\$ 172.73
520-21 520-22 871-5 874-1 874-7 899-3 C132-51	Senior Analyst I	\$ 99.09	\$ 100.68	\$ 102.29	\$ 103.93	\$ 105.59

SIN Code	Labor Category	09/02/15-09/01/16	09/02/16-09/01/17	09/02/17-09/01/18	09/02/18-09/01/19	09/02/19-09/01/20
520-21 520-22 871-5 874-1 874-7 899-3 C132-51	Senior Analyst II	\$ 101.97	\$ 103.60	\$ 105.26	\$ 106.94	\$ 108.65
520-21 520-22 871-5 874-1 874-7 899-3 C132-51	Senior Analyst III	\$ 113.87	\$ 115.69	\$ 117.54	\$ 119.42	\$ 121.33
520-21 520-22 871-5 874-1 874-7 899-3 C132-51	Senior Analyst IV	\$ 120.78	\$ 122.71	\$ 124.67	\$ 126.66	\$ 128.69
520-21 520-22 871-5 874-1 874-7 899-3 C132-51	Senior Analyst V	\$ 127.08	\$ 129.11	\$ 131.18	\$ 133.28	\$ 135.41
520-21 520-22 871-5 874-1 874-7 899-3 C132-51	Senior Analyst VI	\$ 139.10	\$ 141.33	\$ 143.59	\$ 145.89	\$ 148.22
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Subject Matter Expert I	\$ 110.28	\$ 112.04	\$ 113.83	\$ 115.65	\$ 117.50

SIN Code	Labor Category	09/02/15-09/01/16	09/02/16-09/01/17	09/02/17-09/01/18	09/02/18-09/01/19	09/02/19-09/01/20
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Subject Matter Expert II	\$ 134.71	\$ 136.87	\$ 139.06	\$ 141.28	\$ 143.54
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Subject Matter Expert III	\$ 164.62	\$ 167.25	\$ 169.93	\$ 172.65	\$ 175.41
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Technical Writer/Editor I	\$ 38.89	\$ 39.51	\$ 40.14	\$ 40.78	\$ 41.43
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Technical Writer/Editor II	\$ 58.05	\$ 58.98	\$ 59.92	\$ 60.88	\$ 61.85
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Technical Writer/Editor III	\$ 61.67	\$ 62.66	\$ 63.66	\$ 64.68	\$ 65.71

SIN Code	Labor Category	09/02/15-09/01/16	09/02/16-09/01/17	09/02/17-09/01/18	09/02/18-09/01/19	09/02/19-09/01/20
520-13 520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Technical Writer/Editor IV	\$ 70.81	\$ 71.94	\$ 73.09	\$ 74.26	\$ 75.45
520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Training Specialist/Instructional Developer I	\$ 58.29	\$ 59.22	\$ 60.17	\$ 61.13	\$ 62.11
520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Training Specialist/Instructional Developer II	\$ 65.72	\$ 66.77	\$ 67.84	\$ 68.93	\$ 70.03
520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Training Specialist/Instructional Developer III	\$ 72.92	\$ 74.09	\$ 75.28	\$ 76.48	\$ 77.70
520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Training Specialist/Instructional Developer IV	\$ 96.56	\$ 98.10	\$ 99.67	\$ 101.26	\$ 102.88
520-21 520-22 871-5 874-1 874-4 874-6 874-7 899-3 C132-51	Training Specialist/Instructional Developer V	\$ 122.20	\$ 124.16	\$ 126.15	\$ 128.17	\$ 130.22

SIN Code	Labor Category	09/02/15-09/01/16	09/02/16-09/01/17	09/02/17-09/01/18	09/02/18-09/01/19	09/02/19-09/01/20
871-5 874-1 874-4 899-3 C132-51	Videographer/Multimedia Specialist	\$ 66.95	\$ 68.02	\$ 69.11	\$ 70.22	\$ 71.34
520-21 520-22 874-1 874-4 899-3 C132-51	Web Designer/Developer I	\$ 42.15	\$ 42.82	\$ 43.51	\$ 44.21	\$ 44.92
520-21 520-22 874-1 874-4 899-3 C132-51	Web Designer/Developer II	\$ 50.28	\$ 51.08	\$ 51.90	\$ 52.73	\$ 53.57
520-21 520-22 874-1 874-4 899-3 C132-51	Web Designer/Developer III	\$ 55.19	\$ 56.07	\$ 56.97	\$ 57.88	\$ 58.81
520-21 520-22 874-1 874-4 899-3 C132-51	Web Designer/Developer IV	\$ 66.95	\$ 68.02	\$ 69.11	\$ 70.22	\$ 71.34
520-21 520-22 874-1 874-4 899-3 C132-51	Web Designer/Developer V	\$ 77.04	\$ 78.27	\$ 79.52	\$ 80.79	\$ 82.08

**The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Matrix			
Labor Category	SCA Equivalent Code Title	WD Number	Revision Number/Revision Date
Administrative & Documentation Support I**	01611 - Word Processor I	2005-2133	Revision #13 / July 25, 2014
Administrative & Documentation Support II**	01612 - Word Processor II	2005-2133	Revision #13 / July 25, 2014
Administrative Support I**	01111 - General Clerk I	2005-2133	Revision #13 / July 25, 2014
Administrative Support II**	01112 - General Clerk II	2005-2133	Revision #13 / July 25, 2014
Administrative/Executive Assistant I**	01020 - Administrative Asst.	2005-2133	Revision #13 / July 25, 2014
Logistics Specialist I**	01531 - Travel Clerk I	2005-2133	Revision #13 / July 25, 2014
Logistics Specialist II**	01532 - Travel Clerk II	2005-2133	Revision #13 / July 25, 2014

- 1c. Labor Category Descriptions follow the contract terms and conditions.
2. Maximum order: \$1,000,000
3. Minimum order: \$100.00
4. Geographic coverage (delivery area): Domestic delivery only
5. Point(s) of production (city, county, and state or foreign country): Not applicable
6. Discount from list prices or statement of net price: To be negotiated at the task order level
7. Quantity discounts: Not applicable
8. Prompt payment terms: 1%; Net 10 Days
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Yes
10. Foreign items: Not applicable.
- 11a. Time of delivery: To be negotiated at the task order level
- 11b. Expedited delivery: Items available for expedited delivery are noted in this price list.
- 11c. Overnight and 2-day delivery: not applicable
- 11d. Urgent requirements: See contract clause I-FSS-14-B. Agencies can contact the contact for Contract Administration to obtain faster delivery.
12. F.O.B. point(s): Destination.
- 13a. Ordering address(es): Total Solutions, Inc., 1626 County Line Road, Madison AL 35756
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage (fss.gsa.gov/schedules).
14. Payment address: Total Solutions, Inc., 1626 County Line Road, Madison AL 35756
15. Warranty provision: Not applicable
16. Export packing charges: Not applicable.
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Not applicable
18. Terms and conditions of rental maintenance, and repair – Not applicable.
19. Terms and conditions of installation – Not applicable.
20. Terms and conditions of repair parts – Not applicable.
- 20a. Terms and conditions for any other services – Not applicable.
21. List of service and distribution points – Not applicable
22. List of participating dealers – Not applicable
23. Preventative maintenance – Not applicable.
- 24a. Special attributes such as environmental attributes: Not applicable
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at www.Section508.gov/. Not applicable
25. Data Universal Number System (DUNS) number: 93-8035573

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field/discipline. Five (5) years' experience. Experience may be considered in lieu of degree.										
ADMINISTRATIVE SUPPORT Provides administrative support functions for engineering, environmental, government military, public health, technology and other client agencies/organizations. Provides coordination of management information. Provides maintenance and support of various data systems. Collects and organizes information. Prepares and maintains word processing, spreadsheets, data bases and other software files and information. Assembles and analyzes data and prepares complex and/or confidential reports for general distribution. Gathers, analyzes, organizes and presents information and data in a logical, persuasive manner. Initiates, prepares and/or completes correspondence. Reads, understands and brings to management's attention items requiring attention from the variety of data and reports sent for action. Supports staff in scheduling, administrative processes, and special activities. Applies working knowledge of technical literature and various style guides, including client specifications, to documentation and publication standards. Participates in developing and maintaining technical manuals. Assists with data and/or information validation/verification, resolution of discrepancies and/or deficiencies and accuracy/ adequacy assessment of technical requirements. Coordinates documentation received, including the publication of the bibliography of technical reports, staff studies and working papers. Provides reference, document delivery, and online search and referral services. Interfaces with engineers and technical professionals in writing, editing and publishing various types of documents (e.g., test plans, test reports, survey reports). Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise. Provides final quality assurance check for all document deliverables. Organizes communications with little direct supervision. Maintains a high degree of accuracy and precision. Performs	X	X	X	N/A	X	X	X	X	X	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>other related duties as assigned including filing, data entry, and receiving phone calls.</p> <ul style="list-style-type: none"> • Administrative Support I: High School Diploma or equivalent with one (1) year of applicable/equivalent clerical, secretarial or administrative experience. General working knowledge of office processes and various types of office equipment and software such as a personal computer, word processor, and spreadsheets. • Administrative Support II: Associates Degree with one (1) year or High School Diploma with four (4) years of applicable/equivalent clerical, secretarial or administrative experience. Working knowledge of office processes and various types of office equipment and software such as a personal computer, word processor, and spreadsheets. Experience may be considered in lieu of degree. 										

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>ADMINISTRATIVE/EXECUTIVE ASSISTANT Performs administrative, clerical and non-technical support duties to relieve clients (engineering, environmental, government military, public health, technology and other client agencies/organizations) of administrative details. Provides a broad spectrum of administrative support, including typing correspondence, reports, and memos; copying, collating, and organizing materials; ordering supplies; mailings; proofreading and editing non-technical reports; and maintaining computer-based and paper files. Answers and screens telephone calls and opens and distributes mail. Assists in researching and compiling special reports. Schedules and maintains calendar of appointments, meetings and travel itineraries. Resolves routine questions and problems. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise. Provides final quality assurance check for all document deliverables. Organizes communications with little direct supervision. Maintains a high degree of accuracy and precision. Performs other related duties as assigned</p> <ul style="list-style-type: none"> • Administrative/Executive Assistant I: High School Diploma or equivalent with one (1) year of applicable/equivalent clerical, secretarial or administrative experience. General working knowledge of office processes and various types of office equipment and software such as a personal computer, word processor, and spreadsheets. • Administrative/Executive Assistant II: Associates Degree with one (1) year or High School Diploma with four (4) years of applicable/equivalent clerical, secretarial or administrative experience. General working knowledge of office processes and various types of office equipment and software such as a personal computer, word processor, and spreadsheets. Experience may be considered in lieu of degree. • Administrative/Executive Assistant III: Associates Degree with five (5) years or High School Diploma with nine (9) years of applicable/equivalent clerical, secretarial or administrative experience. Working knowledge of office processes and various types of office equipment and software such as a personal computer, word processor, and spreadsheets. Experience may be considered in lieu of degree. • Administrative/Executive Assistant IV: Bachelor’s Degree in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field/discipline with two (2) years of applicable/equivalent experience or four (4) years’ clerical, 	X	X	X	X	X	X	X	X	X	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>ANALYST Performs business process analysis for clients (engineering, environmental, government military, public health, technology and other client agencies/organizations) to identify opportunities to re-engineer business processes, improve efficiencies, and reduce costs. Provides comprehensive assessments and recommendations for existing and potential client programs and projects. Enhances the administrative operations of agency/client programs. Develops, promotes, coordinates, and improves program policies, standards, activities, and opportunities. Supervises, coordinates, and manages program activities including staffing, coordinating meetings and committees, budgeting, and implementation of special projects. Establishes standard operating procedures. Develops, conducts and facilitates training. Evaluates program activities. Coordinates cooperation across government agencies/client organizations. Develops partnerships with government agencies, nonprofit organizations, and private sector.</p> <ul style="list-style-type: none"> • Analyst I: Bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field. Two (2) years' experience with ability to maintain a high degree of accuracy and precision is essential. Experience may be considered in lieu of degree. • Analyst II: Bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field. Five (5) years' experience with ability to maintain a high degree of accuracy and precision is essential. Experience may be considered in lieu of degree. • Analyst III: Bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field. Seven (7) years' experience with ability to maintain a high degree of accuracy and precision is essential. Experience may be considered in lieu of degree. • Analyst IV: Bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field. Nine (9) years' experience with ability to 	N/A	X	X	X	X	X	X	X	New	New

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>maintain a high degree of accuracy and precision is essential. Experience may be considered in lieu of degree.</p> <ul style="list-style-type: none"> Analyst V: Bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field. Twelve (12) years' experience with ability to maintain a high degree of accuracy and precision is essential. Experience may be considered in lieu of degree. 										
<p>BUSINESS METHODS ENGINEER Assists with the conduct of studies, technical assessments, system analysis and architectural level analysis to improve business processes for engineering, environmental, government military, public health and technical agencies/organizations. Develops, implements, and maintains business and engineering methods and processes. Provides systems engineering and business analysis support to update or enhance business and technical practices. Activities can include reviewing accounting practices and processes; developing, gathering, and organizing process information; documenting processes; comparing processes to industry; facilitating development of strategic business plans; collecting and assisting with analysis of current and planned cost data; providing advisement and guidance to leadership as required. Performs other duties as needed/assigned.</p> <ul style="list-style-type: none"> Business Methods Engineer I: Bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field/discipline. Two (2) years overall and one (1) year of related experience. Project management background that includes both technical and business experience. Requires knowledge of and experience in applying government accounting, information technology, environmental and engineering practices. Experience may be considered in lieu of degree. Business Methods Engineer II: Bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field/discipline. Five (5) years overall and two (2) years of related experience. Project management background that includes both technical and business experience. 	X	X	X	X	X	X	N/A	N/A	X	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>Requires knowledge of and experience in applying government accounting, information technology, environmental and engineering practices. Experience may be considered in lieu of degree.</p> <ul style="list-style-type: none"> Business Methods Engineer III: Bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field/discipline. Seven (7) years overall and three (3) years of related experience. Project management background that includes both technical and business experience. Requires knowledge of and experience in applying government accounting, information technology, environmental and engineering practices. Experience may be considered in lieu of degree. Business Methods Engineer IV: Bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field/discipline. Nine (9) years overall and four (4) years of related experience. Project management background that includes both technical and business experience. Requires knowledge of and experience in applying government accounting, information technology, environmental and engineering practices. Experience may be considered in lieu of degree. Business Methods Engineer V: A Bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field/discipline. Twelve (12) years overall and five (5) years of related experience. Project management background that includes both technical and business experience. Requires knowledge of and experience in applying government accounting, information technology, environmental and engineering practices. Experience may be considered in lieu of degree. Business Methods Engineer VI: Bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field/discipline. Fifteen (15) years overall and six (6) years of related experience. Project 										

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
management background that includes both technical and business experience. Requires knowledge of and experience in applying government accounting, information technology, environmental and engineering practices. Experience may be considered in lieu of degree.										
<p>COMPUTER PROGRAMMER Plans full range of programming actions to produce interrelated but different products from numerous and diverse data elements for engineering, environmental, government military, public health, technology and other client agencies/organizations. Programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Performs elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g. drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. Applies expertise in programming procedures to complex programs; recommends redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Writes routine new programs using prescribed specifications, and confers with personnel to clarify procedures, processing logic, etc. Maintains and modifies routine programs, makes approved changes by amending program flow charts, develops detailed processing logic, and code changes, tests and documents modifications and writes operator instructions. Applies standard programming procedures and detailed knowledge of pertinent subject matter in programming. Solves difficult programming problems, and uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices. May perform routine programming assignments.</p> <ul style="list-style-type: none"> • Computer Programmer I: Bachelor's Degree or Technical Certificate and one (1) year experience. Performs routine programming assignments that do not require skilled background experience but 	N/A	N/A	N/A	X	N/A	X	X	N/A	N/A	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>do require knowledge of established programming procedures and data processing requirements. Experience may be considered in lieu of degree.</p> <ul style="list-style-type: none"> • Computer Programmer II: Bachelor's Degree or Technical Certificate and four (4) years' experience. Experience may be considered in lieu of degree. • Computer Programmer III: Bachelor's Degree or Technical Certificate and seven (7) years' experience. Experience may be considered in lieu of degree. • Computer Programmer IV: Bachelor's Degree and ten (10) years' experience. Experience may be considered in lieu of degree. 										
<p>CONSULTANT Possesses unique experience and expert knowledge in technical, functional, and/or process areas for engineering, environmental, government military, public health, technology and other client agencies/organizations. Applies best industry practices and standards, current technology, and creative solutions to challenging problems. Works directly with client to apply advanced principles, theories, and concepts and develops solutions to complex problems. Defines key concepts for planning, deployment, integration, operation and/or enhancement of state-of-the-art and/or legacy systems. Employs methodologies for guiding others in problem resolution. Develops insightful solutions to meet fiscal, technological and schedule constraints. Investigates researches, assesses and evaluates function and technical capabilities of assigned organization and provides recommendations for standard business practices, processes and policies with the objective of reducing actual costs. Researches and develops market studies on the adequacy of assigned organization in contracts to similar available resources in the market place. Recommends improvements, changes, additions or deletions from the existing manner of doing business. Facilitates and develops plans, processes and supporting methodologies. Develops and finalizes proposals and quotes for work. Conducts studies, technical assessments, system analysis and architectural level analysis to improve business processes for engineering/technical organizations.</p>	N/A	X	X	X	X	X	X	X	X	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>Develops, implements, and maintains business and engineering methods and processes. Provides systems engineering and business analysis support to update or enhance business and technical practices for assigned engineering organizations. Develops, gathers, and organizes process information. Collects and analyzes current and planned cost data. Develops work breakdown structures. Develops written reports/proposals. Facilitates meetings. Other duties as needed/assigned for this level of position.</p> <ul style="list-style-type: none"> Consultant I: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Ten (10) years overall and five (5) years specialized technical and business experience in project management and engineering. Years of relevant work experience may be considered in lieu of degree. Experiences in areas directly related to business are required. Broad experience in military, aeronautical, public health and global health preferred. Experience may be considered in lieu of degree. Consultant II: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Fifteen (15) years overall and ten (10) years specialized technical and business experience in project management and engineering. Years of relevant work experience may be considered in lieu of degree. Experience in areas directly related to business are required. Broad experience in military, aeronautical, public health and global health preferred. Experience may be considered in lieu of degree. Consultant III: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Seventeen (17) years overall and twelve (12) years specialized technical and business experience in project management and engineering. Years of relevant work experience may be considered in lieu of degree. Experience in areas directly 										

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>related to business are required. Broad experience in military, aeronautical, public health and global health preferred. Experience may be considered in lieu of degree.</p> <ul style="list-style-type: none"> • Consultant IV: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Twenty (20) years overall and eighteen (18) years specialized technical and business experience in project management and engineering. Years of relevant work experience may be considered in lieu of degree. Experience in areas directly related to business are required. Broad experience in military, aeronautical, public health and global health preferred. Experience may be considered in lieu of degree. • Consultant V: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Twenty-five (25) years overall and twenty (20) years specialized technical and business experience in project management and engineering. Years of relevant work experience may be considered in lieu of degree. Experience in areas directly related to business are required. Broad experience in military, aeronautical, public health and global health preferred. Experience may be considered in lieu of degree. 										
<p>CONTRACT/GRANT SPECIALIST Performs process reviews, provides advisement, and prepares contract solicitations/proposals and reports for engineering, environmental, government military, public health, technology and other client agencies/organizations. Assists in solving complex contract/grant accounting and financial problems. Advises on managerial contract issues. Provides assistance to contractors/grantees on corrective actions. Supports enforcement actions. Promotes the goals, priorities and initiatives of the contracts/grants office. Reviews contract applications for continuation, supplemental and facilities contracts compliance. Analyzes refunding and supplemental contract applications. Provides technical</p>	N/A	N/A	X	X	N/A	N/A	N/A	X	N/A	N/A

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>assistance to contractors. Monitors ongoing performance of contractors. Provides assistance to contractors on corrective action activities. Supports enforcement actions. Promotes the goals, priorities and initiatives of the contract/grant office. Responsible for coordinating project; developing systems for data collection, reporting criteria and grant records; researching and compiling statistics and data for project; may assist in writing narratives for grant proposals, monitoring grant/project timeline; reviewing grant letters; creating, monitoring and maintaining audit files for program compliance; designs and implements procedures to fulfill grant and project objectives and criteria; may prepare memorandums of understanding (MOU) for agencies; works with agencies to resolve concerns and issues; prepares Board agenda items; prepares reports including statistical summaries and comparisons; trains, coordinates, and reviews work of project staff and student assistants; assists in monitoring revenue and expenditures for project.</p> <ul style="list-style-type: none"> • Contract/Grant Specialist I: Bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field. Two (2) years' experience with ability to maintain a high degree of accuracy and precision is essential. Experience may be considered in lieu of degree. • Contract/Grant Specialist II: Bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field. Five (5) years' experience with ability to maintain a high degree of accuracy and precision is essential. Experience may be considered in lieu of degree. • Contract/Grant Specialist III: Bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field. Seven (7) years' experience with ability to maintain a high degree of accuracy and precision is essential. Experience may be considered in lieu of degree. 										
<p>ENGINEER Perform business process analysis for engineering, environmental, government military, public health, technology and other client agencies/organizations to identify opportunities to re-engineer business</p>	N/A	N/A	N/A	X	X	N/A	N/A	N/A	N/A	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>processes, improve efficiencies, and reduce costs. Provide comprehensive assessments and recommendations for existing and potential engineering projects.</p> <ul style="list-style-type: none"> • Engineer I: Bachelor's degree or equivalent in English, Literature, Computer Science, Mathematics, Information Systems, Engineering, Business, or other related field. Two (2) years' experience with ability to maintain a high degree of accuracy and precision is essential. Experience may be considered in lieu of degree. • Engineer II: Bachelor's degree or equivalent in English, Literature, Computer Science, Mathematics, Information Systems, Engineering, Business, or other related field. Five (5) years' experience with ability to maintain a high degree of accuracy and precision is essential. Experience may be considered in lieu of degree. • Engineer III: Bachelor's degree or equivalent in English, Literature, Computer Science, Mathematics, Information Systems, Engineering, Business, or other related field. Seven (7) years' experience with ability to maintain a high degree of accuracy and precision is essential. Experience may be considered in lieu of degree. • Engineer IV: Bachelor's degree or equivalent in English, Literature, Computer Science, Mathematics, Information Systems, Engineering, Business, or other related field. Nine (9) years' experience with ability to maintain a high degree of accuracy and precision is essential. Experience may be considered in lieu of degree. • Engineer V: Bachelor's degree or equivalent in English, Literature, Mathematics, Computer Science, Information Systems, Engineering, Business, or other related field. Twelve (12) years' experience with ability to maintain a high degree of accuracy and precision is essential. Experience may be considered in lieu of degree. 										
<p>ENGINEER TECHNICIAN Analyzes technical data for engineering, environmental, government military, public health, technology and other client agencies/organizations to identify opportunities to re-engineer business processes, improve efficiencies, and reduce costs. Determines applicability to design problems; selects from several possible design layouts; calculates design</p>	N/A	N/A	N/A	X	X	N/A	N/A	N/A	N/A	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>data; and prepares layouts, detailed specifications, estimates, procedures, etc. May check and analyze drawings to determine adequacy of drawings and design. Plans or assists in planning tests to evaluate performance. Determines test requirements, modification, and test procedures; conducts test; analyzes and evaluates test results, and prepares reports on findings and recommendations.</p> <ul style="list-style-type: none"> • Engineer Technician I: Bachelor's degree or equivalent in English, Mathematics, Literature, Computer Science, Information Systems, Engineering, Business, or other related field. Two (2) years' experience with ability to maintain a high degree of accuracy and precision is essential. Experience may be considered in lieu of degree. • Engineer Technician II: Bachelor's degree or equivalent in English, Literature, Mathematics, Computer Science, Information Systems, Engineering, Business, or other related field. Five (5) years' experience with ability to maintain a high degree of accuracy and precision is essential. Experience may be considered in lieu of degree. 										
<p>FINANCIAL ANALYST</p> <ul style="list-style-type: none"> • Assists in day-to-day financial management operations for engineering, environmental, government military, public health, technology and other client agencies/organizations providing services such as: processing, analyzing, and summarizing transactions and related data, and properly classifying accounting transactions. Facilitates data gathering and analysis to assess the efficiency and effectiveness of financial programs and operations. Posts transactions to various ledgers, journals, and registers. Inputs accounting data into computer for tracking, manipulation and reporting purposes. Compiles and prepares specialized reports and analyses. Applies accounting principles, theories and practices to a variety of complex assignments including, but not limited to analyzing and evaluating accounting system data elements and adapting analytical techniques to monitor a variety of accounting functions. Solves exceptionally difficult technical problems in financial programs to include, examining documents, records, and accounting reports and processes to assure conformance with 	N/A	X	X	N/A	N/A	X	N/A	X	X	N/A

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>generally accepted accounting principles, operating procedures and revised regulations. Performs complex tasks providing general or specialized analysis in various accounting functions such as accounts receivables, accounts payable, cost and accounting. Responds to audit findings as related to assigned financial program areas. Comments on draft policies and issuances. Performs other general accounting functions such as reconciling cash accounts, preparing supporting schedules, and ensuring that proper entries are made into the accounting system to facilitate the preparation of the annual financial statements. Utilizes accounting and financial analysis skills. Supports the conduct of should-cost and projected cost analysis and trade studies related to cost trade-off options. Assists in defining established financial business practices for integration into the client's financial business system and in identifying potential problems and recommended solutions through analysis</p> <ul style="list-style-type: none"> <p>Financial Analyst I: Bachelor's degree in Finance, English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field/discipline. Two (2) years overall and one (1) year of related experience in financial analysis, cost analysis and management. Project management and an engineering background that includes both technical and business experience. Requires knowledge of government accounting practices. Experience may be considered in lieu of degree.</p> <p>Financial Analyst II: Bachelor's degree in Finance, English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field/discipline. Five (5) years overall and three (3) years of related experience in financial analysis, cost analysis and management. Project management and an engineering background that includes both technical and business experience. Requires knowledge of government accounting practices. Experience may be considered in lieu of degree.</p> 										
<p>GRAPHICS ARTIST/ILLUSTRATOR Develops materials and graphics for Web homepages ensuring appropriate content for engineering, environmental, government</p>	N/A	N/A	N/A	X	X	X	X	N/A	N/A	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>military, public health, technology and other client agencies/organizations. Use common media such as tempera, oils, pen-and-ink, or pencil with average skill. Copies drawings, either by tracing or freehand. Applies coloring or wash to line drawings; letters by hand or by use of templates; and does detail or background work on illustrations which have been prepared by an illustrator of higher grade. Acquires knowledge of subject matter when preparing illustrations. Presents drawings in raw sketch form. Customizes web-based interactive features, builds database gateways, and implements electronic commerce services. Maintains day-to-day operations of internet/www products and activities including, maintaining security, monitoring usage statistics and logs, modifying configuration settings and backing up system. Utilizes knowledge of operating systems such as UNIX, Windows, NT, TCP/IP, Internet services such as HTTP and FTP servers and development tools such as JAVA, PERL and CGI.</p> <ul style="list-style-type: none"> • Graphic Artist/Illustrator I: Associates degree or equivalent plus two (2) years. Proficiency in the use of media and in executing acceptable drawings in many styles. Ability to work quickly and competently in order to produce an acceptable finished product within available time limits. Experience may be considered in lieu of degree. • Graphic Artist/Illustrator II: Associates degree or equivalent plus five (5) years. Proficiency in the use of media and in executing acceptable drawings in many styles. Ability to work quickly and competently in order to produce an acceptable finished product within available time limits. Experience may be considered in lieu of degree. • Graphic Artist /Illustrator III: Associates degree or equivalent plus seven (7) years. Proficiency in the use of media and in executing acceptable drawings in many styles. Ability to work quickly and competently in order to produce an acceptable finished product within available time limits. Experience may be considered in lieu of degree. • Graphic Artist /Illustrator IV: Associates degree or equivalent plus ten (10) years. Proficiency in the use of media and in executing acceptable 										

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>drawings in many styles. Ability to work quickly and competently in order to produce an acceptable finished product within available time limits. Experience may be considered in lieu of degree.</p> <ul style="list-style-type: none"> • Graphic Artist /Illustrator V: Associates degree or equivalent plus twelve (12) years. Proficiency in the use of media and in executing acceptable drawings in many styles. Ability to work quickly and competently in order to produce an acceptable finished product within available time limits. Experience may be considered in lieu of degree. 										
<p>Health Advisor Manage and evaluate programs for engineering, environmental, government military, public health, technology and other client agencies/organizations. Determines program objectives; develops work plan to implement an evaluation study; conducts assessment, measurement, and/or educational evaluations; delivers effective communication and presentation of results; conducts assessment methodology; performs educational research design and student learning outcomes.</p> <ul style="list-style-type: none"> • Health Advisor I: Bachelor’s Degree with one (1) year or High School Diploma with five (5) years of relevant experience, of which approximately 3 years must be specialized in the areas such as public health promotion and prevention utilizing public and private partnerships. Proficient with information and computer systems and in MS Office package. Familiarity with qualitative data analysis software packages. Experience may be considered in lieu of degree. • Health Advisor II: Bachelor’s Degree with three (3) years or High School Diploma with eight (8) years of related experience, of which approximately 5 years must be specialized in the areas such as public health promotion and prevention utilizing public and private partnerships. Proficient with information and computer systems and in MS Office package. Familiarity with qualitative data analysis software packages. Experience may be considered in lieu of degree. • Health Advisor III: Masters and 3+ years of experience or PhD and 1+ 	N/A	N/A	N/A	N/A	X	X	N/A	N/A	N/A	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>years of experience, qualifying as expert in the field. Proficient with information and computer systems and in MS Office package. Familiarity with qualitative data analysis software packages. Experience may be considered in lieu of degree.</p> <ul style="list-style-type: none"> • Health Advisor IV: Masters and 5+ years of experience or PhD and 3+ years of experience, qualifying as expert in the field. Proficient with information and computer systems and in MS Office package. Familiarity with qualitative data analysis software packages. Experience may be considered in lieu of degree. • Health Advisor V: Masters and 8+ years of experience or PhD and 5+ years of experience, qualifying as expert in the field. Proficient with information and computer systems and in MS Office package. Familiarity with qualitative data analysis software packages. Experience may be considered in lieu of degree. 										
<p>LOGISTICS SPECIALIST Plans, implements, and monitors all aspects of conferences, peer reviews, or grant administrative activities for engineering, environmental, government military, public health, technology and other client agencies/organizations. Selects and negotiates conferences, review and meeting sites. Recruits meeting staff and supervises other personnel in performing all aspects of meetings and conferences. Coordinates all aspects of conferences and meetings of any size. Assists in recruiting peer and grant reviews. Manages all logistical arrangements for peer reviews, meetings, and conferences. Arranges travel on various modes of transportation.</p> <ul style="list-style-type: none"> • Logistics Specialist I: High School Diploma or equivalent with three (3) years of applicable/equivalent experience. • Logistics Specialist II: Bachelor's Degree in Business Administration or related field and one (1) + years of experience in a related position or a High School Diploma or equivalent with five (5) + years of applicable/equivalent experience. • Logistics Specialist III: Bachelor's Degree in Business Administration or related field and three (3) + years of experience in a related position or a High School Diploma or equivalent with seven (7) + 	N/A	N/A	N/A	N/A	X	X	X	N/A	X	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>years of applicable/equivalent experience.</p> <ul style="list-style-type: none"> Logistics Specialist IV: Bachelor's Degree in Business Administration or related field and five (5) + years of experience in a related position or a High School Diploma or equivalent with nine (9) + years of applicable/equivalent experience. 										
<p>MANAGEMENT ANALYST Improves an organization's efficiency and provide advice to managers on how to make organizations more profitable through reduced costs and increased revenues for engineering, environmental, government military, public health, technology and other client agencies/organizations. Performs analyses applying appropriate scientific and engineering processes and modeling techniques to the life-cycle development of systems for engineering, environmental, government military, public health, technology and other clients/organizations. Performs analyses and trade-off studies related to operational issues and reviews test plans to ensure address of operational requirements. Reviews plans for system integration, operation, and maintenance. Assists in the development of training. Applies research methodology to defining and formulating economic analyses and related benefit, cost, impact and risk studies. Applies applicable management analysis processes, modeling and simulation tools, and technical techniques to provide services required. Employs process improvement and reengineering methodologies and principles to conduct process modernization projects. Provides group facilitation, interviewing, training, and additional forms of information sharing and knowledge transfer. Serves as key coordinator among multiple project teams to ensure enterprise-wide integration of management efforts.</p> <ul style="list-style-type: none"> Management Analyst I: Bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field/discipline. Two (2) years' experience performing analysis in the operations or research areas and specialized management analysis experience in areas such as business process reengineering, configuration management, quality control/assurance, organizational performance assessments, mission 	N/A	X	X	X	X	X	X	X	X	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>analysis, and strategic planning. Experience may be considered in lieu of degree.</p> <ul style="list-style-type: none"> Management Analyst II: Bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field/discipline. Typically has 4 to 6 years' experience performing management analysis. Five (5) years' experience performing analysis in the operations or research areas and specialized management analysis experience in areas such as business process reengineering, configuration management, quality control/assurance, organizational performance assessments, mission analysis, and strategic planning. Experience may be considered in lieu of degree. Management Analyst III: Master's degree and two (2) years or Bachelor's degree and 7-9 years or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field/discipline. Seven (7) years' experience performing analysis in the operations or research areas and specialized management analysis experience in areas such as business process reengineering, configuration management, quality control/assurance, organizational performance assessments, mission analysis, and strategic planning. Experience may be considered in lieu of degree. 										
<p>PROGRAM MANAGER Responsible for establishing and implementing objectives for business or technical endeavors engineering, environmental, government military, public health, technology and other client agencies/organizations. Leads projects that involve the successful management of multi-functional teams. Organizes, directs and coordinates the planning and production of all contract support activities. Responsible for day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Formulates and enforces work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, procedures, and goals of the organization. Serves as the contract manager and as the contractor's authorized interface with the</p>	Existing	X	X	X	X	X	X	X	X	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), Government management personnel and client agency representatives. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items. Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point of contact with client regarding program activities. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation. Manages program consisting of multiple projects including project identification, design, development and delivery. Confers with project manager to provide technical advice and to assist with problem resolution. Crafts and enforces quality control programs. Perform other duties as assigned.</p> <ul style="list-style-type: none"> Program Manager: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, or other related field. Eight (8) to Ten (10) years of experience in a related position. Specialized experience and expertise in project development, management and control of funds and resources, and management of multiple tasks. Experience may be considered in lieu of degree. 										
<p>PROGRAM/SUPPORT ANALYST Leads the planning and coordination of scheduling activities involving large systems or multiple projects for engineering, environmental, government military, public health, technology and other client agencies/organizations. Applies in-depth knowledge of scheduling tools to analyze interdependencies between related projects. Performs planning and coordination of scheduling activities involving systems, projects or sub-projects. Works with scheduling tools to analyze interdependencies between related projects. Develops work breakdown structures. Documents analysis results. Provides/supports business and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Evaluates existing procedures, processes, techniques, models and/or systems related to administrative problems or contractual issues and recommends solutions. Applies process improvement and reengineering methodologies and principles to</p>	Existing	X	X	X	X	X	X	X	X	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>evaluate and conduct process modernization projects. Performs activity and data modeling, identifies best practices, creates and assesses performance measurements, and analyzes performance metrics.</p> <ul style="list-style-type: none"> • Program Support Analyst I: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Two (2) years of experience. Experience may be considered in lieu of degree. • Program Support Analyst II: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Five (5) years of experience. Experience may be considered in lieu of degree. • Program Support Analyst III: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Seven (7) years of experience. Experience may be considered in lieu of degree. 										
<p>PROJECT MANAGER Plans and organizes resources and people to make sure projects finish on time, stay within budget and meet the requirements for engineering, environmental, government military, public health, technology and other client agencies/organizations. Serves as the project manager for a task order and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), and the task order-level COR(s), Government management personnel and client agency representatives. Responsible for the overall technical, performance, schedule and cost management of specific task order(s). Ensures that task order requirements are satisfied. Performs enterprise-wide horizontal integration planning to include: management of project operations. Ensures production schedules are met. Ensures system resources are used effectively. Coordinates the resolution of production-related problems. Ensures proper relationships are established between clients,</p>	Existing	X	X	X	X	X	X	X	X	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output.</p> <ul style="list-style-type: none"> • Project Manager I: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related discipline. Seven (7) years of experience. Experience may be considered in lieu of degree. • Project Manager II: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related discipline. Nine (9) years of experience. Experience may be considered in lieu of degree. • Project Manager III: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related discipline. Twelve (12) years of experience. Experience may be considered in lieu of degree. 										
<p>SCIENTIFIC ANALYST Reviews scientific data and provides proper interpretation and effects on public health and clinical trial data for engineering, environmental, government military, public health, technology and other client agencies/organizations. Reviews and updates policy and impact of accepted medical need; plans methods of conducting epidemiological studies and provides detailed specifications for collecting data to personnel participating in studies; selects occupational groups for study and arranges for collection of data concerning work history of individuals and disease concentration and mortality rates among groups; studies many different diseases that may include outbreaks of diseases; conducts studies to find risk factors for diseases such as something in a person's lifestyle that makes it more likely that a disease will develop; gathers and analyzes such information as the race, gender and age of the people with the disease, their shared biological characteristics (such as a family history of the disease or common blood types), shared personal habits (such as tobacco and drug use and diet and exercise patterns), and social</p>	N/A	N/A	N/A	N/A	X	X	N/A	N/A	N/A	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>and economic factors; develops codes to facilitate computer input of demographic and epidemiological data for use by data processing personnel engaged in programming epidemiological statistics; compares statistics on causes of death among members of selected working populations with those among general population, using life-table analyses; presents data in designated statistical format to illustrate common patterns; initiates and maintains contacts with statistical and data processing managers to maintain access to epidemiological source materials; may plan and direct activities of clerical and statistical personnel engaged in tabulation and analysis of epidemiological information.</p> <ul style="list-style-type: none"> • Scientific Analyst I: PhD 0 years of experience or Master's Degree 2+ years of experience in Computer Science, Engineering, Economics, Life Sciences, Mathematics, Statistics, Physics, Chemistry, or a related field. • Scientific Analyst II: PhD 2+ years of experience or Master's Degree 4+ years of experience in Computer Science, Engineering, Economics, Life Sciences, Mathematics, Statistics, Physics, Chemistry, or a related field. • Scientific Analyst III: PhD 4+ years of experience or Master's Degree 6+ years of experience in Computer Science, Engineering, Economics, Life Sciences, Mathematics, Statistics, Physics, Chemistry, or a related field. 										
<p>SCIENTIST Provides subject matter expertise and may offer advice on how to develop theoretical or empirical models pertaining to projects or programs for scientific, engineering, environmental, government military, public health, technology and other client agencies/organizations. Aids in public health research design, methodology, and practice. Applies fundamentals of scaling to develop scalable processes. Communicates with the team and users with excellent verbal and written communications skill. Applies design of experiments experience and strong technical trouble shooting skills to solve complex problems.</p> <ul style="list-style-type: none"> • Scientist I: Bachelor's degree or equivalent in Computer Science, 	N/A	N/A	N/A	N/A	X	X	N/A	N/A	N/A	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. One (1) year experience. Experience may be considered in lieu of degree.</p> <ul style="list-style-type: none"> • Scientist II: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Three (3) years of experience. Experience may be considered in lieu of degree. • Scientist III: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Five (5) years of experience. Experience may be considered in lieu of degree. • Scientist IV: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Seven (7) years of experience. Experience may be considered in lieu of degree. • Scientist V: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Nine (9) years of experience. Experience may be considered in lieu of degree. • Scientist VI: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Eleven (11) years of experience. Experience may be considered in lieu of degree. • Scientist VII: Masters AND 11+ years of experience OR PhD AND 5+ years of experience OR MD AND 5+ years of experience, qualifying as expert in the field. • Scientist VIII: Masters AND 13+ years of experience OR PhD AND 7+ 										

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>agencies/organizations. Applies best industry practices and standards, current technology, and creative solutions to challenging problems. Works directly with client to apply advanced principles, theories, and concepts and develops solutions to complex problems. Defines key concepts for planning, deployment, integration, operation and/or enhancement of state-of-the-art and/or legacy systems. Employs methodologies for guiding others in problem resolution. Develops insightful solutions to meet fiscal, technological and schedule constraints. Investigates, researches, assesses and evaluates function and technical capabilities of assigned organization and provides recommendations for standard business practices, processes and policies with the objective of reducing actual costs. Researches and develops market studies on the adequacy of assigned organization in contracts to similar available resources in the market place. Recommends improvements, changes, additions or deletions from the existing manner of doing business. Facilitates and develops plans, processes and supporting methodologies. Develops and finalizes proposals and quotes for work. Conducts studies, technical assessments, system analysis and architectural level analysis to improve business processes for engineering/technical organizations. Develops, implements, and maintains business and engineering methods and processes. Provides systems engineering and business analysis support to update or enhance business and technical practices for assigned engineering organizations. Develops, gathers, and organizes process information. Collects and analyzes current and planned cost data. Develops work breakdown structures. Develops written reports/proposals. Facilitates meetings. Other duties as needed/assigned for this level of position.</p> <ul style="list-style-type: none"> Subject Matter Expert I: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/Management, or other related discipline. Ten (10) years overall and five (5) years specialized technical and business experience in project management and engineering. Years of relevant work experience may be considered in lieu of degree. Experience in areas directly related to business are required. Broad experience in military, 										

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>aeronautical, public health and global health preferred. Experience may be considered in lieu of degree.</p> <ul style="list-style-type: none"> Subject Matter Expert II: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Fifteen (15) years overall and ten (10) years specialized technical and business experience in project management and engineering. Years of relevant work experience may be considered in lieu of degree. Experience in areas directly related to business are required. Broad experience in military, aeronautical, public health and global health preferred. Experience may be considered in lieu of degree. Subject Matter Expert III: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Seventeen (17) years overall and twelve (12) years specialized technical and business experience in project management and engineering. Years of relevant work experience may be considered in lieu of degree. Experience in areas directly related to business are required. Broad experience in military, aeronautical, public health and global health preferred. Experience may be considered in lieu of degree. 										
<p>TECHNICAL WRITER / EDITOR Assists in the collection, organization, edit and production of technical documents and administrative information required for the preparation of functional descriptions, system specifications, special reports, management plans, user's manuals, training materials, installation guides, proposals and presentation documents for engineering, environmental, government military, public health, technology and other client agencies/organizations. Performs technical, journalist and expository writing. Performs administrative and document support duties. Gathers and arranges technical information. Assists in organization and maintenance of project library. Performs document retrieval through use of an electronic or paper document repository. Provides office</p>	Existing	X	X	X	X	X	X	X	X	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>administration support, maintains files, prepares correspondence, updates schedules and coordinates travel. Performs data entry functions and verifies data entered. Ensures user manuals and documents are in compliance with established standards and specifications. Interfaces with various departments including programming, engineering, word processing, and graphics in order to produce deliverables. Designs and develops manuals and documents by interpreting complex standards and specifications. Edits technical reports and deliverable documents for content, style, and grammar. Originates and writes technical reports, user manuals, deliverable documents, and other original material. Assists in research projects on document formats, content, policies, and procedures to aid company in standardization. Participates in design of multi-media presentations. Participates/contributes to establishing document formats, content, policies and procedures for standardization. Trains users and co-workers on new products and software. Develops and maintains documentation schedules. Ensures compliance with established documentation processes. Plans and coordinates staffing and resource allocation necessary to produce publications and documentation. Assists in the development of budgets and project planning. Assists in review of product design and documentation for compliance to standards and contract requirements. Interviews users and technical staff for information relevant to software and documentation requirements. Maintains library of all required documents, deliverables, masters, and reference materials. Integrates technical information and organize technical information into concise and readable documents. Researches and absorbs new subject material. Plans and oversees documentation projects. Performs other related duties of a comparable level as assigned.</p> <ul style="list-style-type: none"> • Technical Writer/Editor I: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Two (2) years' experience which may be considered in lieu of a degree. • Technical Writer/Editor II: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources 										

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>Development/ Management, or other related discipline. Five (5) years' experience which may be considered in lieu of a degree.</p> <ul style="list-style-type: none"> • Technical Writer/Editor III: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Seven (7) years' experience which may be considered in lieu of a degree. • Technical Writer/Editor IV: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Ten (10) years' experience which may be considered in lieu of a degree. 										
<p>TRAINING SPECIALIST/INSTRUCTIONAL DEVELOPER Under supervision, executes curriculum revision and maintenance for engineering, environmental, government military, public health, technology and other client agencies/organizations. Uses automation to decompose complex subjects into blocks of instruction, creates instruction plan and notes, and develops and integrates graphics/illustrations into instruction materials. Uses knowledge of the subject matter to create scenario-based training exercises. Incorporates new curriculum, develops classroom techniques, instructs, conducts learning assessments, test analysis and the development or revision of test/assessment tools. Develops training courses, prepares appropriate training materials and conducts research for the necessary materials to develop manuals. Provides guidance for instructor materials, such as, training aids, course materials, and background materials. Provides guidance for student materials, such as, course manuals, workbooks, handouts and certifications. Provides training by way of formal classroom courses, workshops, training via computer based training. Also provides training for direct staff.</p> <ul style="list-style-type: none"> • Training Specialist/Instructional Designer I: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. 	N/A	X	X	X	X	X	X	X	X	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
<p>Two (2) years' experience which may be considered in lieu of a degree.</p> <ul style="list-style-type: none"> • Training Specialist/Instructional Designer II: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Four (4) years' experience which may be considered in lieu of a degree. • Training Specialist/Instructional Designer III: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Seven (7) years' experience which may be considered in lieu of a degree. • Training Specialist/Instructional Designer IV: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Twelve (12) years' experience which may be considered in lieu of a degree. • Training Specialist/Instructional Designer V: Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Fifteen (15) years' experience which may be considered in lieu of a degree. 										
<p>VIDEOGRAPHER/MULTIMEDIA SPECIALIST Videotapes and edits program material for engineering, environmental, government military, public health, technology and other client agencies/organizations. Receives specific instructions from a producer. Staff members in this classification are required to maintain a flexible work schedule in order to accommodate evening and weekend shifts and travel to on-site locations for taping.</p> <ul style="list-style-type: none"> • Videographer/Multimedia Specialist: Technical Certificate or 	N/A	N/A	N/A	X	X	X	X	N/A	N/A	X

LABOR CATEGORY	FABS 520-13	FABS 520-21	FABS 520-22	70 132-51	PES 871-5	MOBIS 874-1	MOBIS 874-4	MOBIS 874-6	MOBIS 874-7	ENV SVCS 899-3
Associates Degree with nine (9) years' experience. Experience may be considered in lieu of degree.										
<p>WEB DESIGNER/DEVELOPER Responsible for developing web applications using a variety of technologies and software language for engineering, environmental, government military, public health, technology and other client agencies/organizations.</p> <ul style="list-style-type: none"> • Web Designer/Developer I: Technical Certificate or Associates Degree with three (3) years' experience. Experience may be considered in lieu of degree. • Web Designer/Developer II: Technical Certificate or Associates Degree with five (5) years' experience. Experience may be considered in lieu of degree. • Web Designer/Developer III: Technical Certificate or Associates Degree with seven (7) years' experience. Experience may be considered in lieu of degree. • Web Designer/Developer IV: Technical Certificate or Associates Degree with ten (10) years' experience. Experience may be considered in lieu of degree. • Web Designer/Developer V: Technical Certificate or Associates Degree with thirteen (13) years' experience. Experience may be considered in lieu of degree. 	N/A	New	New	New	N/A	New	New	N/A	N/A	New