

POSITION DESCRIPTIONS

LABOR CATEGORY DESCRIPTIONS

The personnel labor categories offered under this contract are listed below. The personnel offered will have the degree specified by the minimum education requirements or an equivalent work experience for the education, amounting to eight years for a Bachelor degree and four years for an Associate degree. This equivalent experience is in addition to the minimum/general experience shown for the labor category.

POSITION DESCRIPTION: Staffing Specialist

Minimum/General Experience:

Five (5) years of general experience providing federal staffing, human resource, and recruiting and personnel services.

Qualifications:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

POSITION DESCRIPTION: Senior Trainer

Minimum/General Experience:

Five (5) years experience in conducting training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.

Minimum Education:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

POSITION DESCRIPTION: Instructor**Minimum/General Experience:**

Three (3) years experience in conducting training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.

Minimum Education:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

POSITION DESCRIPTION: Senior Technical Writer**Minimum/General Experience:**

Five (5) years of general experience in original writing of scientific, technical, engineering, or other professional material which requires an understanding of the basic concepts and practices in the field, knowledge of its specialized vocabulary and the ability to acquire additional information about the field and related fields. Progressively responsible work with equipment, systems or devices, which requires an understanding of their principles, operation and usage, including the ability to present this information in written form using simple, clear language.

Minimum Education:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

POSITION DESCRIPTION: Technical Writer**Minimum/General Experience:**

Three (3) years of general experience in original writing of scientific, technical, engineering, or other professional material which requires an understanding of the basic concepts and practices in the field, knowledge of its specialized vocabulary and the ability to acquire additional information about the field and related fields. Progressively responsible work with equipment, systems or devices, which requires an understanding of their principles, operation and usage, including the ability to present this information in written form using simple, clear language.

Minimum Education:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

POSITION DESCRIPTION: Process Controller

Minimum/General Experience:

Three (3) years experience in coordinating and directing the design, specifications, connection, servicing, alignment, testing, troubleshooting, and installation or replacement of process control and to resolve problems.

Minimum Education:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

POSITION DESCRIPTION: Contract Administrator

Minimum/General Experience:

Two (2) years of experience in the field or in a related area. Aids in the preparation of contractual provisions and the administration of contract proposals under the direct supervision of a senior contracts administrator. Assists in the preparation of bids and specifications and contractual provisions. Some familiarity with standard concepts, practices, and procedures within a particular field. Performs a variety of tasks and assists with subcontract administration. Works under close supervision; typically reports to a manager.

Minimum Education:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

POSITION DESCRIPTION: Database Developer

Minimum/General Experience:

Two (2) years experience in software engineering, including the design, coding, testing, and documentation of computer programs. Experienced in principles, or practices, or procedures used in phases of life cycle applications and systems development, or engineering, or programming, or analysis.

Minimum Education:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

POSITION DESCRIPTION: Planner Specialist

Minimum/General Experience:

Three (3) years overall experience in civil engineering/naval architectural design. Demonstrated qualities of leadership and responsibility and capable of conducting independent activities.

Minimum Education:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

POSITION DESCRIPTION: Software Test Engineer

Minimum/General Experience:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

Minimum Education:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

POSITION DESCRIPTION: Specialist

Minimum/General Experience:

Shall possess excellent writing skills for the purpose of preparing documents for third party review, recommendations to management on actions, and various advisory memoranda. Individual(s) shall be experienced in creating and executing plans for action and milestones with minimal supervision. They shall have a minimum of five (5) years of experience within the area of assignment.

Minimum Education:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

POSITION DESCRIPTION: Systems Engineer

Minimum/General Experience:

Two (2) years experience analyzing system / module software requirements and design specifications with experience in analytically solving any of the following: workflows, organization, or planning problems.

Minimum Education:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

POSITION DESCRIPTION: Mail/Server Engineer

Minimum/General Experience:

Two (2) years experience managing mail environment, make recommendations to improve the availability of mail environment including planning layout and installation of new system(s) or modification of existing system(s).

Minimum Education:

Bachelor's Degree equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

POSITION DESCRIPTION: Desktop Support Specialist

Minimum/General Experience:

Two (2) years experience planning layout and installation of new system(s) or modification of existing system(s). Evaluates factors such as number of department/personnel serviced by the computer equipment. May enter data into computer system by keyboarding material, to store, retrieve, and manipulate data for the analysis of system capabilities and requirements. Monitors equipment performance to ensure system operates in conformance with specifications. Troubleshoots the systems and effects minor repairs to system hardware.

Minimum Education:

Bachelor's Degree in Electrical Engineering or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

POSITION DESCRIPTION: Software Engineer

Minimum/General Experience:

Two (2) to Five (5) years experience in software design, development, implementation, testing, maintenance, quality assurance, analysis, troubleshooting, and/or upgrade.

Minimum Education:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

POSITION DESCRIPTION: .NET Developer

Minimum/General Experience:

Two (2) to Five (5) years experience in design and implementation of applications using Microsoft technologies (VisualBasic, ASP, C#/.NET, SQL Server).

Minimum Education:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

POSITION DESCRIPTION: Clerical Assistant

Minimum/General Experience:

Two (2) years of related experience in general office duties, including word processing, data entry, and scheduling. Performs routine clerical support functions; generate memos, reports, slide presentations, spreadsheets and schedules for office and managerial personnel.

Minimum Education:

High School Diploma, or GED equivalent.
