



Scientific Research Corporation
2300 Windy Ridge Parkway, Suite 400 South
Atlanta, GA 30339
www.scires.com

GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service Authorized Federal Supply
Schedule FSS Price List

Federal Supply Group: Professional Services

MULTIPLE AWARD SCHEDULE (MAS)

Contract Number 47QRAA21D0085

Price List current as of **Modification #PS-A853** effective **January 25, 2023**

Contract Period: 21 July 2021 – 20 July 2026

Point of Contact: Josh Cook, Contracts Manager
770-989-9447 (voice), 770-916-0667 (fax), jcook@scires.com, mailing address shown above

Business Size: Other than Small Business

Online access to contract ordering information, terms and conditions, pricing, and the option to create an electronic delivery order are available through GSA Advantage!®. The website for GSA Advantage!® is: GSAAadvantage.gov. For more information on ordering go to the following website: <https://www.gsa.gov/schedules>

CUSTOMER INFORMATION

1. Special Item Numbers, Lowest Unit Price, and Commercial Information

a. Special Item Numbers (SINs)

Table 1: Special Item Numbers (SINs)

SIN	Recovery SIN	SIN Description
541330ENG	541330ENGRC	Engineering Services
541380	541380RC	Testing Laboratory Services
541420	541420RC	Engineering System Design and Integration Services
541715	541715RC	Engineering Research and Development and Strategic Planning
OLM		Order Level Materials

b. Lowest Unit Price Offered

The lowest unit price offered is for one hour of support for an Administrative Assistant I at the government's work location, subject to the minimum order in Section 3 below. The hourly rate for the current period (Year 2) is \$38.77.

c. Labor Categories Offered and Descriptions

SRC offers a wide array of labor categories to support the SINs in Section 1a. Labor category descriptions including job titles, experience, functional responsibility, and education are in Attachment 1.

2. Maximum Order

The maximum total dollar value of any order placed under this contract will be \$1,000,000.00.

3. Minimum Order

The minimum order which can be placed under this contract is \$100.00.

4. Geographic Coverage

Domestic

5 Point(s) of Production (City, County, and State or Foreign Country)

Services under this contract can be provided at Government or contractor sites. Major SRC locations are listed below.

Location	Address
Corporate Headquarters	2300 Windy Ridge Parkway, Suite 400 South, Atlanta, GA 30339
Charleston Operations	1101 Remount Rd, Suite 500, North Charleston, SC 29406
Huntsville Operations	103 Quality Circle, Suite 220, Huntsville, AL 35806

6 Discount from List Prices or Statement of Net Price

Government Net Prices (discounts already deducted).

7 Quantity Discounts

None

8 Prompt Payment Terms

Payment terms are net 30 days.

Information for Ordering Offices: Prompt Payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9 Foreign Items

None

10 Delivery

a Time of Delivery

The schedule for delivery of services under this contract will be established on individual delivery orders in order to meet customer requirements. The rates included in this price list do not include any overtime premium for hourly employees.

b Expedited Delivery

Items available for expedited delivery are noted in this price list. All services may be provided on an expedited basis in order to meet urgent customer requirements.

c Overnight and 2-day Delivery

N/A

d Urgent Requirements

In accordance with clause 552.238-94 Accelerated Delivery Requirements, when the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, the ordering activity is encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery.

11 F.O.B. Point(s)

All deliveries will be F.O.B. destination in accordance with the basic contract.

12 Ordering

a Ordering Address



All orders under this contract should be placed with the Contracts Department at the address shown below.

Scientific Research Corporation
2300 Windy Ridge Parkway
Suite 400 South
Atlanta, GA 30339
Attention: Contracts Department
www.scires.com

Orders may also be placed by telephone, fax or email to the following point of contact.

Primary POC: Josh Cook, Contracts Manager

Phone: 770-989-9447 (direct dial) or 770-859-9161 (main)

Fax: 770.916.0667

Email: jcook@scires.com

b Ordering Procedures

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13 Payment Address

Remittance by check should be delivered to:

Scientific Research Corporation
2300 Windy Ridge Parkway
Suite 400 South
Atlanta, GA 30339
Attention: Accounts Receivable

14 Warranty Provisions

All services provided under this contract will be in accordance with sound professional engineering standards. Specific warranties for services rendered are not included in the contract rates. Warranty provisions, if required, will be negotiated on individual delivery orders.

15 Export Packing Charges

Export packing charges are not covered by this contract. Export packing charges will be addressed on individual delivery orders as required.

16 Terms and Conditions of Rental, Maintenance and Repair

SRC offers troubleshooting, maintenance and repair services for complex electronic equipment. Charges for engineering and support labor to perform these services will be at the labor rates included in this contract. Charges for replacement parts, shipping, packing and warranty are not covered by this contract and will be addressed on individual delivery orders.

17. Terms and Conditions of Installation

SRC offers turnkey installation services for complex electronic equipment and systems. Charges for engineering and support labor required to prepare for, document and perform installation services, as well as post-installation support will be at the labor rates included in this contract. Related charges for equipment to be installed, ancillary parts and supplies, travel, lodging and subsistence, shipping, packing and warranty are not covered by this contract and will be addressed on individual delivery orders.

18. Terms and Conditions – Miscellaneous

a. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices

Charges for repair replacement parts, shipping, packing and warranty are not covered by this contract and will be addressed on individual delivery orders.

b. Terms and Conditions for any other Services

N/A

19. List of Service and Distribution Points

SRC currently offers professional engineering and support services at the locations shown below. In addition, services are provided on-site at customer facilities nationwide. Service rates for OCONUS locations are not covered by this contract.

<u>Location</u>	<u>Address/Phone Number</u>
Atlanta, GA	2300 Windy Ridge Parkway, Suite 400 South, Atlanta, GA 30339 Phone: 770-859-9161
Charleston, SC	1101 Remount Road, Suite 500, North Charleston, SC 29406 Phone: 843-747-8766
Huntsville, AL	103 Quality Circle, Suite 220, Huntsville, AL 35806 Phone: 256-971-9880
San Diego, CA	4025 Hancock Street, Suite 108, San Diego, CA 92110 Phone: 619-564-5060
Tampa, FL	6203 Johns Road, Suite 9-11, Tampa, FL 33634 Phone: 813-884-2500
Warner Robins, GA	1000 Park Drive, Warner Robins, GA 31088 Phone: 478-922-8333

<u>Location</u>	<u>Address/Phone Number</u>
Aberdeen, MD	6210 Guardian Gateway Suite 175, Aberdeen, MD 21005 Phone: 410-272-3184
Arlington, VA	241 18 th Street South, Suite 410, Arlington, VA 22202 Phone: 571-482-1200

20 List of Participating Dealers

N/A

21 Preventive Maintenance

N/A

22 Special Attributes, Section 508 Compliance

a Special Attributes such as Environmental Attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants).

N/A

b Section 508 Compliance for Electronic and Information Technology Supplies and Services

N/A

23 Unique Entity Identifier (UEI)

The SRC UEI Number is FAK7LNGRNAN5.

24 Notification Regarding Registration in the System for Award Management (SAM) Database

SRC is registered in the SAM database.

Table 2: Hourly Rates – Contractor Site

Contractor Site	BASE PERIOD				
Service	Year 1 7/21/21- 7/20/22	Year 2 7/21/22- 7/20/23	Year 3 7/21/23- 7/20/24	Year 4 7/21/24- 7/20/25	Year 5 7/21/25- 7/20/26
	GSA Price (w/IFF)	GSA Price (w/IFF)	GSA Price (w/IFF)	GSA Price (w/IFF)	GSA Price (w/IFF)
Administrative Assistant I**	\$42.97	\$44.13	\$45.32	\$46.55	\$47.80
Administrative Assistant II**	\$43.24	\$44.41	\$45.61	\$46.84	\$48.11
Administrative Assistant III**	\$63.33	\$65.04	\$66.80	\$68.60	\$70.45
Cyber Sec Analyst I	\$82.89	\$85.13	\$87.43	\$89.79	\$92.22
Cyber Sec Analyst II	\$97.06	\$99.68	\$102.37	\$105.13	\$107.97
Cyber Sec Analyst III	\$117.66	\$120.84	\$124.10	\$127.45	\$130.89
Cyber Sec Architect	\$163.82	\$168.24	\$172.79	\$177.45	\$182.24
Director	\$228.57	\$234.74	\$241.08	\$247.59	\$254.27
Electronics Technician I**	\$54.67	\$56.15	\$57.67	\$59.22	\$60.82
Electronics Technician II**	\$58.63	\$60.21	\$61.84	\$63.51	\$65.23
Electronics Technician III**	\$65.80	\$67.57	\$69.40	\$71.27	\$73.20
Engineer I	\$73.43	\$75.41	\$77.45	\$79.54	\$81.69
Engineer II	\$97.23	\$99.85	\$102.55	\$105.31	\$108.16
Engineer III	\$111.74	\$114.76	\$117.86	\$121.04	\$124.31
Field Service Engineer III	\$95.03	\$97.60	\$100.23	\$102.94	\$105.72
Functional Analyst	\$172.02	\$176.66	\$181.43	\$186.33	\$191.36
Logistics Engineer I	\$59.08	\$60.67	\$62.31	\$63.99	\$65.72
Logistics Engineer II	\$70.94	\$72.86	\$74.82	\$76.84	\$78.92
Logistics Engineer III	\$84.45	\$86.73	\$89.07	\$91.48	\$93.95
Principal Engineer	\$177.21	\$181.99	\$186.91	\$191.95	\$197.14
Principal Network Engineer	\$174.99	\$179.72	\$184.57	\$189.55	\$194.67
Principal Software Engineer	\$166.46	\$170.95	\$175.57	\$180.31	\$185.17
Principal Systems Engineer	\$206.80	\$212.38	\$218.12	\$224.01	\$230.05
Program Admin I	\$58.28	\$59.85	\$61.47	\$63.13	\$64.83
Program Admin II	\$76.00	\$78.05	\$80.16	\$82.33	\$84.55
Program Admin III	\$84.96	\$87.25	\$89.61	\$92.03	\$94.51
Program Manager	\$148.16	\$152.16	\$156.27	\$160.49	\$164.82
Project Manager	\$110.75	\$113.74	\$116.81	\$119.97	\$123.20
Sr Analyst	\$144.75	\$148.66	\$152.67	\$156.79	\$161.03
Sr Cyber Sec Analyst	\$147.19	\$151.17	\$155.25	\$159.44	\$163.74
Sr Cyber Sec Risk Analyst	\$162.37	\$166.76	\$171.26	\$175.88	\$180.63
Sr Drafter**	\$67.89	\$69.72	\$71.60	\$73.53	\$75.52
Sr Electronics Technician**	\$78.07	\$80.17	\$82.34	\$84.56	\$86.84
Sr Engineer	\$143.76	\$147.64	\$151.63	\$155.72	\$159.92

Contractor Site	BASE PERIOD				
Service	Year 1 7/21/21- 7/20/22	Year 2 7/21/22- 7/20/23	Year 3 7/21/23- 7/20/24	Year 4 7/21/24- 7/20/25	Year 5 7/21/25- 7/20/26
	GSA Price (w/IFF)	GSA Price (w/IFF)	GSA Price (w/IFF)	GSA Price (w/IFF)	GSA Price (w/IFF)
Sr Field Service Engineer	\$110.54	\$113.53	\$116.59	\$119.74	\$122.97
Sr Functional Analyst	\$196.77	\$202.09	\$207.54	\$213.15	\$218.90
Sr Logistics Engineer	\$116.23	\$119.37	\$122.59	\$125.90	\$129.30
Sr Principal Engineer	\$223.30	\$229.33	\$235.52	\$241.88	\$248.41
Sr Principal Software Engineer	\$219.53	\$225.45	\$231.54	\$237.79	\$244.21
Sr Program Administrator	\$102.66	\$105.43	\$108.28	\$111.20	\$114.20
Sr Program Manager	\$179.97	\$184.82	\$189.82	\$194.94	\$200.20
Sr Project Manager	\$133.79	\$137.40	\$141.11	\$144.92	\$148.83
Sr Radar Technician**	\$95.58	\$98.16	\$100.81	\$103.53	\$106.33
Sr Systems Analyst	\$129.07	\$132.56	\$136.14	\$139.81	\$143.59
Sr Systems Engineer	\$158.87	\$163.16	\$167.57	\$172.09	\$176.74
Sr Technical Writer	\$98.30	\$100.95	\$103.68	\$106.48	\$109.35
Subject Matter Expert I	\$203.20	\$208.68	\$214.32	\$220.10	\$226.05
Subject Matter Expert II	\$254.95	\$261.84	\$268.91	\$276.17	\$283.62
Subject Matter Expert III	\$294.78	\$302.74	\$310.91	\$319.30	\$327.93
Systems Analyst I	\$62.94	\$64.64	\$66.38	\$68.17	\$70.01
Systems Analyst II	\$83.10	\$85.35	\$87.65	\$90.02	\$92.45
Systems Analyst III	\$102.87	\$105.64	\$108.50	\$111.43	\$114.44
Systems Analyst IV	\$121.58	\$124.87	\$128.24	\$131.70	\$135.26
Systems Engineer I	\$87.70	\$90.07	\$92.50	\$94.99	\$97.56
Systems Engineer II	\$106.12	\$108.98	\$111.92	\$114.95	\$118.05
Systems Engineer III	\$115.51	\$118.63	\$121.84	\$125.13	\$128.50
Technical Writer I	\$66.26	\$68.05	\$69.89	\$71.78	\$73.72
Technical Writer II	\$68.96	\$70.82	\$72.73	\$74.69	\$76.71
Technical Writer III	\$85.48	\$87.79	\$90.16	\$92.59	\$95.09

Notes:

1. **Denotes SCA labor category.
2. 2.7% annual escalation applies

Table 3: Hourly Rates – Government Site

Government Site	BASE PERIOD				
Service	Year 1 7/21/21- 7/20/22	Year 2 7/21/22- 7/20/23	Year 3 7/21/23- 7/20/24	Year 4 7/21/24- 7/20/25	Year 5 7/21/25- 7/20/26
	GSA Price (w/IFF)	GSA Price (w/IFF)	GSA Price (w/IFF)	GSA Price (w/IFF)	GSA Price (w/IFF)
Administrative Assistant I**	\$37.76	\$38.77	\$39.82	\$40.90	\$42.00
Administrative Assistant II**	\$38.00	\$39.02	\$40.08	\$41.16	\$42.27
Administrative Assistant III**	\$55.65	\$57.15	\$58.70	\$60.28	\$61.91
Cyber Sec Analyst I	\$72.83	\$74.80	\$76.82	\$78.89	\$81.02
Cyber Sec Analyst II	\$85.28	\$87.58	\$89.95	\$92.38	\$94.87
Cyber Sec Analyst III	\$103.38	\$106.17	\$109.04	\$111.98	\$115.01
Cyber Sec Architect	\$143.94	\$147.83	\$151.82	\$155.92	\$160.13
Director	\$200.83	\$206.26	\$211.83	\$217.55	\$223.42
Electronics Technician I**	\$48.04	\$49.34	\$50.67	\$52.04	\$53.44
Electronics Technician II**	\$51.51	\$52.91	\$54.33	\$55.80	\$57.31
Electronics Technician III**	\$57.82	\$59.38	\$60.98	\$62.63	\$64.32
Engineer I	\$64.52	\$66.26	\$68.05	\$69.88	\$71.77
Engineer II	\$85.42	\$87.73	\$90.10	\$92.53	\$95.03
Engineer III	\$98.18	\$100.84	\$103.56	\$106.35	\$109.23
Field Service Engineer III	\$83.50	\$85.75	\$88.07	\$90.45	\$92.89
Functional Analyst	\$151.15	\$155.23	\$159.42	\$163.73	\$168.15
Logistics Engineer I	\$51.91	\$53.31	\$54.75	\$56.23	\$57.75
Logistics Engineer II	\$62.33	\$64.01	\$65.74	\$67.52	\$69.34
Logistics Engineer III	\$74.20	\$76.21	\$78.27	\$80.38	\$82.55
Principal Engineer	\$155.70	\$159.91	\$164.23	\$168.66	\$173.21
Principal Network Engineer	\$153.76	\$157.91	\$162.18	\$166.56	\$171.05
Principal Software Engineer	\$146.26	\$150.21	\$154.26	\$158.43	\$162.70
Principal Systems Engineer	\$181.70	\$186.60	\$191.64	\$196.82	\$202.13
Program Admin I	\$51.20	\$52.58	\$54.00	\$55.46	\$56.96
Program Admin II	\$66.78	\$68.58	\$70.44	\$72.34	\$74.29
Program Admin III	\$74.65	\$76.66	\$78.73	\$80.86	\$83.04
Program Manager	\$130.18	\$133.70	\$137.31	\$141.02	\$144.82
Project Manager	\$97.31	\$99.94	\$102.64	\$105.41	\$108.26
Sr Analyst	\$127.19	\$130.62	\$134.15	\$137.77	\$141.49
Sr Cyber Sec Analyst	\$129.33	\$132.82	\$136.41	\$140.09	\$143.87
Sr Cyber Sec Risk Analyst	\$142.67	\$146.52	\$150.47	\$154.54	\$158.71
Sr Drafter**	\$59.65	\$61.26	\$62.91	\$64.61	\$66.35
Sr Electronics Technician**	\$68.59	\$70.45	\$72.35	\$74.30	\$76.31
Sr Engineer	\$126.32	\$129.73	\$133.23	\$136.83	\$140.52

Government Site	BASE PERIOD				
Service	Year 1 7/21/21- 7/20/22	Year 2 7/21/22- 7/20/23	Year 3 7/21/23- 7/20/24	Year 4 7/21/24- 7/20/25	Year 5 7/21/25- 7/20/26
	GSA Price (w/IFF)	GSA Price (w/IFF)	GSA Price (w/IFF)	GSA Price (w/IFF)	GSA Price (w/IFF)
Sr Field Service Engineer	\$97.13	\$99.75	\$102.44	\$105.21	\$108.05
Sr Functional Analyst	\$172.90	\$177.56	\$182.36	\$187.28	\$192.34
Sr Logistics Engineer	\$102.13	\$104.88	\$107.72	\$110.62	\$113.61
Sr Principal Engineer	\$196.20	\$201.50	\$206.94	\$212.52	\$218.26
Sr Principal Software Engineer	\$192.89	\$198.09	\$203.44	\$208.94	\$214.58
Sr Program Administrator	\$90.20	\$92.64	\$95.14	\$97.71	\$100.35
Sr Program Manager	\$158.13	\$162.40	\$166.78	\$171.29	\$175.91
Sr Project Manager	\$117.55	\$120.73	\$123.99	\$127.33	\$130.77
Sr Radar Technician**	\$83.98	\$86.25	\$88.58	\$90.97	\$93.43
Sr Systems Analyst	\$113.40	\$116.46	\$119.61	\$122.84	\$126.16
Sr Systems Engineer	\$139.59	\$143.36	\$147.23	\$151.21	\$155.29
Sr Technical Writer	\$86.37	\$88.70	\$91.09	\$93.55	\$96.08
Subject Matter Expert I	\$203.19	\$208.67	\$214.31	\$220.09	\$226.04
Subject Matter Expert II	\$237.55	\$243.96	\$250.55	\$257.32	\$264.26
Subject Matter Expert III	\$269.99	\$277.28	\$284.77	\$292.46	\$300.36
Systems Analyst I	\$55.29	\$56.79	\$58.32	\$59.90	\$61.51
Systems Analyst II	\$73.02	\$74.99	\$77.02	\$79.10	\$81.23
Systems Analyst III	\$90.39	\$92.83	\$95.34	\$97.91	\$100.55
Systems Analyst IV	\$106.83	\$109.72	\$112.68	\$115.72	\$118.85
Systems Engineer I	\$77.06	\$79.14	\$81.28	\$83.47	\$85.72
Systems Engineer II	\$93.24	\$95.76	\$98.35	\$101.00	\$103.73
Systems Engineer III	\$101.50	\$104.24	\$107.05	\$109.94	\$112.91
Technical Writer I	\$58.22	\$59.79	\$61.41	\$63.07	\$64.77
Technical Writer II	\$60.59	\$62.23	\$63.91	\$65.63	\$67.40
Technical Writer III	\$75.11	\$77.14	\$79.22	\$81.36	\$83.55

Notes:

1. **Denotes SCA labor category.
2. Government site rates are based on the assumption that SRC personnel will be on continuous, long-term (greater than 90 days) assignment working exclusively in facilities provided by the Government.
3. 2.7% annual escalation applies

Table 4: SCLS/SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Administrative Assistant I	01311 Secretary I	2015-4603
Administrative Assistant II	01312 Secretary II	2015-4603
Administrative Assistant III	01313 Secretary III	2015-4603
Electronics Technician I	23160 Electronics Maintenance	2015-4603
Electronics Technician II	23181 Electronics Technician Maintenance I	2015-4603
Electronics Technician III	23182 Electronics Technician Maintenance II	2015-4603
Sr. Electronics Technician	23183 Electronics Technician Maintenance III	2015-4603
Sr. Drafter	30064 Drafter/CAD Operator IV	2015-4603
Sr. Radar Technician	30086 Engineering Technician VI	2015-4603

The Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

Attachment 1

Labor Category Descriptions



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: ADMINISTRATIVE ASSISTANT I

PURPOSE OF THE JOB

Under general supervision, provides basic secretarial and administrative support to one or more programs within a multi-level organization. Typically supports one or more Program/Project Managers.

MAJOR RESPONSIBILITIES

- Provides typing, graphic, and presentation support; selects appropriate computer applications, plans the details of formatting, spacing and page layout using various software capabilities. May perform editing of author's documentation based on training, experience, and/or reference sources.
- Answers routine inquiries of visitors, department employees, and telephone calls. Refers inquiries as appropriate.
- Coordinates and monitors schedules meeting and appointments, and makes travel arrangements in accordance with company policy.
- Uses basic arithmetic to compute ratios and calculate averages; prepares and interprets travel expense reports, charts, timesheets, accounting records, graphs and reports.
- Follows administrative, confidential, and sensitive data guidelines in maintaining the security of company proprietary and classified information. May escort visitors.
- May assist in establishing budgets and monitoring project performance, project status reporting, documentation and pricing for proposals.
- Maintains program records and prepares special and recurring reports following general directions.
- Performs other general clerical duties including but not limited to reproducing documents, proofreading, establishing and maintaining files, reserving conference rooms and ordering refreshments for meetings.
- Assist in the receptionist duties when needed.
- Typing is a primary function of this position and requires passing a typing test at a minimum of 45 words per minute.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a high school diploma or GED and zero years work related experience or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of vocational or administrative skills and methods taught in specialized training and/or learned through formal apprenticeships.
-



JOB DESCRIPTION

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- In relation to other jobs in the same function, this requires a basic level of proficiency to work on assignments of intermediate difficulty and a thorough knowledge of superior's area of responsibility as well as a general knowledge of company policies and procedures.
- The primary or most necessary skills required for this job are craft vocational skills. Other important skills areas include administrative, computer, communication, and primary (reading/basic arithmetic) skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed in a seated position with freedom to move about at will.
 - To avoid injury while performing this job requires ordinary care and attention.
-



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: ADMINISTRATIVE ASSISTANT II

PURPOSE OF THE JOB

Under general supervision, provides moderately complex secretarial and administrative support to one or more staff members in administrative, management or technical operations. Typically supports a Program Manager.

MAJOR RESPONSIBILITIES

- Provides typing, graphic, and presentation support; selects appropriate computer applications, plans the details of formatting, spacing and page layout using various software capabilities. May perform editing of author's documentation based on training, experience, and/or reference sources.
- Answers routine inquiries of visitors, department employees, and telephone calls. Refers inquiries as appropriate.
- Proofreads, assembles and distributes material.
- Uses basic arithmetic to compute ratios and calculate averages; prepares and interprets travel expense reports, charts, timesheets, accounting records, graphs and reports.
- Follows administrative, confidential, and sensitive data guidelines in maintaining the security of company proprietary and classified information. May escort visitors.
- Performs other general clerical duties including but not limited to distributing mail and paychecks, reproducing documents, ordering supplies, proofreading, establishing and maintaining files, expense reports, making travel arrangements, reserving conference rooms and ordering refreshments for meetings.
- May assist in establishing budgets and monitoring project performance, project status reporting, documentation and pricing for proposals.
- Maintains program records and prepares special and recurring reports following general directions.
- Typing is a primary function of this position and requires passing a typing test at a minimum of 45 words per minute.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a high school diploma or GED and two years work related experience or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of procedures and methods learned primarily on the job in a few weeks to a few months.
-



JOB DESCRIPTION

PAGE 2 of 2

- In relation to other jobs in the same function, this requires an intermediate level of proficiency to work on assignments of standard difficulty and a general knowledge of organization policies and practices.
- The primary or most necessary skills required for this job are administrative skills. Other important skills areas include communication, craft/vocational and primary (reading/basic arithmetic) skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed in a seated position with freedom to move about at will.
 - To avoid injury while performing this job requires ordinary care and attention.
-



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: ADMINISTRATIVE ASSISTANT III

PURPOSE OF THE JOB

Under minimal supervision, provides diverse and complex administrative support functions to one or more staff members in administrative, management or technical operations.

MAJOR RESPONSIBILITIES

- Provides word processing, graphic, and presentation support; selects appropriate computer applications, plans the details of formatting, spacing and page layout using various software capabilities. Reviews drafts and finished documents for appropriate grammatical usage and style; prepares presentation materials; answers questions relating to office and established policies and procedures.
- Maintains/processes confidential personnel/department data. May review financial material and research unusual charges.
- Answers inquiries of visitors, department employees, and telephone calls. Refers inquiries as appropriate.
- Proofreads, assembles, and distributes material.
- May initiate or coordinate moderate to complex level project assignments.
- Uses basic arithmetic to compute ratios and calculate averages; prepares and interprets travel expense reports, charts, timesheets, accounting records, graphs and reports.
- Follows administrative, confidential, and sensitive data guidelines in maintaining the security of company proprietary and classified information. May escort visitors.
- Performs other general clerical duties including but not limited to distributing mail and paychecks, reproducing documents, ordering supplies, proofreading, establishing and maintaining files, expense reports, making travel arrangements, reserving conference rooms and ordering refreshments for meetings.
- Assists in establishing budgets and monitoring project performance, project status reporting, documentation, and pricing for proposals.
- Maintains/creates program records and prepares special and recurring reports following general directions.
- Typing is a primary function of this position and requires passing a typing test at a minimum of 65 words per minute.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum a high school diploma or GED and five years work related experience or an equivalent combination of education and experience.
-



JOB DESCRIPTION

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- Performing work in this job's occupational field requires the application of procedures and methods learned primarily on the job in a few months to a few years.
- In relation to other jobs in the same function, this requires an advanced level of proficiency to work on assignments of moderate to high level of difficulty and an advanced knowledge of organization policies and practices.
- The primary or most necessary skills required for this job are strong administrative support, office, communication, time management, and analytical skills including MS Word, Excel, and PowerPoint. Other important skills areas include craft/vocational and primary (reading/basic arithmetic) skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
-



JOB DESCRIPTION

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JOB TITLE: Cyber Security Systems Analyst I

PURPOSE OF THE JOB

Provide cyber security expertise and program level support in resolving programmatic and technical challenges presented by systems and applications.

MAJOR RESPONSIBILITIES

- **Help** to conduct risk assessment and provide recommendations for application design. Analyze a wide range of security issues including architectures, firewalls, electronic data traffic, and network access.
 - **Participate** in the design and development of new systems, applications, and solutions for external customer enterprise-wide cyber systems and networks.
 - **Help** ensure the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints.
 - **Help** integrate new architectural features into existing infrastructures, designs cyber security architectural artifacts, provides architectural analysis and relates existing system to future needs and trends, embeds advanced forensic tools and techniques for attack reconstruction, provides engineering recommendations, and resolves integration/testing issues.
 - **Provide** expertise on current systems with threats/product vulnerabilities, with a particular focus on how they relate to other systems.
 - **Produce** quality assurance and information assurance-related reports and documentation.
 - **Assist** in resolving policy and process discrepancies with accepting an application and/or system.
 - **Design** secure network and system security compliance policies.
 - **Participate** in risk assessment analyses of results, identify potential for exploitations and assign risk levels to systems.
 - **Participate** in general engineering reviews and report on subjects affecting systems security.
-
-



JOB DESCRIPTION

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WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and zero years of work related experience in a relevant technical discipline or an equivalent combination of education and experience.
- Desired certifications include one or more of the following: Certified Ethical Hacker; Information Assurance: CompTIA A+, Network or Security and the applicable Operating System; or a CISSP.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring applied use of related concepts, practices, and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.
- The primary or most necessary skills required for this job are leadership skills. Other important skills include communication, analytical and problem solving skills, and short-term and long-term planning skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
-

JOB TITLE: Cyber Security Systems Analyst II

PURPOSE OF THE JOB

Deeply involved in the design, testing and implementation of state-of-the-art secure operating systems, networks, and database products.

MAJOR RESPONSIBILITIES

- **Conducts** risk assessment and provide recommendations for application design. **Deeply** involved in a wide range of security issues including architectures, firewalls, electronic data traffic, and network access.
 - **Deeply involved** in the design and development of new systems, applications, and solutions for external customer enterprise-wide cyber systems and networks.
 - **Ensures** the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints.
 - **Integrates** new architectural features into existing infrastructures, designs cyber security architectural artifacts, provides architectural analysis and relates existing system to future needs and trends, embeds advanced forensic tools and techniques for attack reconstruction, provides engineering recommendations, and resolves integration/testing issues.
 - **Provides** expertise on current systems with threats/product vulnerabilities, with a particular focus on how they relate to other systems.
 - **Produces** quality assurance and information assurance-related reports and documentation.
 - **Assists** in resolving policy and process discrepancies with accepting an application and/or system.
 - **Designs** secure network and system security compliance policies.
 - **Participates** in risk assessment analyses of results, identify potential for exploitations and assign risk levels to systems.
 - **Participates** in general engineering reviews and report on subjects affecting systems security.
-



JOB DESCRIPTION

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WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and two years of work related experience or a Master's degree in a relevant technical discipline or an equivalent combination of education and experience.
- Desired certifications include one or more of the following: Certified Ethical Hacker; Information Assurance: CompTIA A+, Network or Security and the applicable Operating System; or a CISSP.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring applied use of related concepts, practices, and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/ leadership to others as a lead or technical specialist.
- The primary or most necessary skills required for this job are leadership skills. Other important skills include communication, analytical and problem solving skills, and short-term and long-term planning skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
-

JOB TITLE: Cyber Security Systems Analyst III

PURPOSE OF THE JOB

Designs, tests and implements of state-of-the-art secure operating systems, networks, and database products.

MAJOR RESPONSIBILITIES

- **Conducts** risk assessment and provide recommendations for application design. **Handles a wide range** of security issues including architectures, firewalls, electronic data traffic, and network access.
 - Analyses **are** performed at **all** levels of total system product, including: concept design, fabrication, test, installation, operation, maintenance and disposal.
 - **Designs and develops** new systems, applications, and solutions for external customer enterprise-wide cyber systems and networks.
 - **Ensures** the logical and systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints.
 - **Integrates** new architectural features into existing infrastructures, designs cyber security architectural artifacts, provides architectural analysis and relates existing system to future needs and trends, embeds advanced forensic tools and techniques for attack reconstruction, provides engineering recommendations, and resolves integration/testing issues.
 - **Provides** expertise on current systems with threats/product vulnerabilities, with a particular focus on how they relate to other systems.
 - **Produces** quality assurance and information assurance-related reports and documentation.
 - **Resolves** policy and process discrepancies with accepting an application and/or system.
 - **Designs** secure network and system security compliance policies.
 - **Leads** risk assessment analyses of results, identify potential for exploitations and assign risk levels to systems.
 - **Leads** general engineering reviews and report on subjects affecting systems security.
-

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and five years of work related experience or a Master's degree and three years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
- Desired certifications include one or more of the following: Certified Ethical Hacker; Information Assurance: CompTIA A+, Network or Security and the applicable Operating System; or a CISSP.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring applied use of related concepts, practices, and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/ leadership to others as a lead or technical specialist.
- The primary or most necessary skills required for this job are leadership skills. Other important skills include communication, analytical and problem solving skills, and short-term and long-term planning skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
-



JOB DESCRIPTION

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JOB TITLE: CYBER SECURITY ARCHITECT

PURPOSE OF THE JOB

Design and architect technical solutions to address cyber security challenges presented by architectures, networks, systems, and applications.

MAJOR RESPONSIBILITIES

- Maintain a comprehensive and holistic system view while addressing stakeholder security and risk concern.
- Apply architectural protection strategies, methods, tools, techniques, technologies, and trust principles and concepts to system design.
- Ensure the effectiveness and suitability of the security elements of the system as an enabler to mission success.
- Lead analyses of alternatives and requirements analyses to achieve a cost-effective security architectural design for data protections.
- Conduct security risk management and advise the engineering team and key stakeholders on the security-relevant impact of threats and vulnerabilities.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- Master's Degree in Systems Engineering, Cyber Security Engineering, Computer Science, Information Systems, or similar degree and a minimum of twelve years of related experience or an equivalent combination of education and experience.
- Desired certifications include one or more of the following: Certified Information System Security Professional - Engineering (CISSP-ISSEP), Certified Information System Security Professional - Architect (CISSP-ISSAP) or similar. Also prefer a certification in: Offensive Security Certified Professional (OSCP)
- Recognized as an authority in the cyber security and risk management fields with a proven record of creative work, preferably to include published papers, patents, and disclosures.
- This job is regarded as the foremost highest expert on a technical cyber security topic.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - This job requires regular physical attendance.
-



JOB DESCRIPTION

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JOB TITLE: DIRECTOR

PURPOSE OF THE JOB

Responsible for organizing and directing the activities of a variety of programs.

MAJOR RESPONSIBILITIES

- Manages, supervises, and plans for the overall goals of a variety of programs.
- Develops key business relationships in domestic and/or international government markets.
- Identifies potential business opportunities and negotiates agreements for business expansion with a variety of customers.
- Develops marketing strategies and propose long-range business plans.
- Acts as liaison with government agencies and offices.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and eighteen years work related experience or a Master's degree and sixteen years work related experience or a Ph.D. and fourteen years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
- In relation to other jobs in the same function, this job requires a senior level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication skills, computer skills, leadership, and problem solving skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Extensive travel may be required on occasion
-

JOB TITLE: ELECTRONICS TECHNICIAN I**PURPOSE OF THE JOB**

Applies basic technical knowledge or perform simple or routine tasks following detailed instructions. This person works under close supervision receiving technical guidance from supervisor or higher-level technician. Work may be checked frequently for accuracy. Performs a variety of technical functions in support of engineering activities such as test, checkout, modification, fabrication, assembly, operation, maintenance, and repair of electronic and electro-mechanical systems as well as experimental design circuitry, prototype models, and/or specialized test equipment.

MAJOR RESPONSIBILITIES

- Performs such tasks as replacing components, wiring circuits, repairing simple electronics equipment;
- Takes test readings using common instruments such as multi-meter, time-domain reflectometer, and optical time-domain reflectometer.
- Assists technical staff members in fabrication, integration, testing, operation, maintenance, and repair of electronic circuits and mechanical packaging including the development of electrical and mechanical prototypes.
- Interprets cable block diagram, cable run sheets, and other engineering products related to various C4I systems.
- Assists with on-site installation, troubleshooting, and testing of company products and equipment under direct supervision of higher-level technicians.
- Executes test procedures, test plans, test reports, and procedures to maintain lab facilities and calibrate test equipment. May conduct engineering tests and experimental testing.
- Follows procedures for the maintenance of laboratory facilities and equipment including cable diagrams, equipment schematics, and configurations to support various system arrangements.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a two-year technical/associates degree and zero years of work related experience or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of craft, vocational or administrative skills, and methods taught in specialized training and or learned through formal apprenticeships.
 - In relation to other jobs in the same functions, this job requires a basic level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
 - The primary or most necessary skills required for this job are craft/vocational skills. Other important skills include manual skills.
-



JOB DESCRIPTION

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WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
- Duties in this job are usually performed while in a seated position or while standing, lifting carrying, pushing, or pulling heavy objects.
- To avoid injury while performing this job may require special protective equipment, training, and following safety rules.



JOB DESCRIPTION

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JOB TITLE: ELECTRONICS TECHNICIAN II

PURPOSE OF THE JOB

Applies basic and some advanced technical knowledge to solve routine problems by interpreting manufactures' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgement in planning work sequence, in selecting tools, testing instruments and is reviewed for compliance with accepted practices. This technician works under immediate supervisor and achieves technical guidance, as required, from supervisor or higher-level technician. Performs a variety of complex technical functions in support of engineering activities such as design, test, checkout, modification, fabrication, and assembly of electronic and electro-mechanical systems as well as experimental design circuitry, prototype models, and/or specialized test equipment. Establishes procedures for the maintenance of laboratory equipment and facilities.

MAJOR RESPONSIBILITIES

- Performs such tasks as replacing components, wiring circuits, repairing simple electronics equipment;
- Takes test readings using common instruments such as multi-meter, time-domain reflectometer, and optical time-domain reflectometer.
- Assists engineering staff members in design, fabrication, integration and testing of electronic circuits and mechanical packaging including the development of electrical and mechanical prototypes.
- Performs detailed design tasks requiring the application of CAD equipment; designs projects such as simulation, printed circuit boards, and electronic and electrical assemblies requiring development of schematics.
- Performs on-site installation, troubleshooting, and testing of company products and equipment. Provides technical support to customers on operational or maintenance aspects of system equipment.
- Interprets cable block diagram, cable run sheets, and other engineering products related to various C4I projects.
- Develops test procedures, test plans, test reports, and procedures to maintain lab facilities and calibrate test equipment. May conduct engineering tests and detailed experimental testing.
- Establishes procedures for the maintenance of laboratory facilities and equipment including cable diagrams, equipment schematics, and configurations to support various system arrangements. May train laboratory personnel to operate, troubleshoot, and maintain equipment.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a two-year technical/associates degree and three years work related experience or an equivalent combination of education and experience.
-



JOB DESCRIPTION

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- Performing work in this job's occupational field requires the application of craft, vocational or administrative skills, and methods taught in specialized training and or learned through formal apprenticeships.
- In relation to other jobs in the same functions, this job requires a senior level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
- The primary or most necessary skills required for this job are craft/vocational skills. Other important skills include manual skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position or while standing, lifting carrying, pushing, or pulling heavy objects.
 - To avoid injury while performing this job may require special protective equipment, training, and following safety rules.
-

JOB TITLE: ELECTRONICS TECHNICIAN III**PURPOSE OF THE JOB**

Applies advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Work requires an understanding of the interrelationships of circuits, exercising independent judgement in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using complex test instruments. Work may be reviewed by supervisor for general compliance with accepted practices. This position may lead installation teams and provide technical guidance to lower level technicians. Performs a variety of complex technical functions in support of engineering activities such as design, test, checkout, modification, fabrication, and assembly of electronic and electro-mechanical systems as well as experimental design circuitry, prototype models, and/or specialized test equipment. Establishes procedures for the maintenance of laboratory equipment and facilities.

MAJOR RESPONSIBILITIES

- Participates in design, fabrication, integration, and testing of electronic circuits and mechanical packaging including the development of electrical and mechanical prototypes.
- Performs detailed design tasks requiring the application of CAD equipment; designs projects such as simulation, printed circuit boards, and electronic and electrical assemblies requiring development of schematics.
- Performs on-site installation, troubleshooting, and testing of company products and equipment. Provides technical support to customers on operational or maintenance aspects of system equipment.
- Develops test procedures, test plans, test reports, and procedures to maintain lab facilities and calibrate test equipment. May conduct engineering tests and detailed experimental testing.
- Assists in training technical assistants including junior level electronics technicians, CAD specialists, support staff, cooperative students, and temporary employees to perform general fabrication, assembly, test and evaluation, and documentation tasks.
- Establishes procedures for the maintenance of laboratory facilities and equipment including cable diagrams, equipment schematics, and configurations to support various system arrangements. May train laboratory personnel to operate, troubleshoot, and maintain equipment.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a two-year technical/associates degree and five years work related experience or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of craft, vocational or administrative skills, and methods taught in specialized training and or learned through formal apprenticeships.
-



JOB DESCRIPTION

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- In relation to other jobs in the same functions, this job requires a senior level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
- The primary or most necessary skills required for this job are craft/vocational skills. Other important skills include manual skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position or while standing, lifting carrying, pushing, or pulling heavy objects.
 - To avoid injury while performing this job may require special protective equipment, training, and following safety rules.
-



JOB DESCRIPTION

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JOB TITLE: ENGINEER I

PURPOSE OF THE JOB

Under immediate supervision, applies use and application of standard engineering principles, theories, and concepts of minor complexity. Assists in the research, analysis, compilation, design, development, and/or test of technical engineering data in support of customer requirements in one or more engineering disciplines.

MAJOR RESPONSIBILITIES

- Performs a variety of analyses of technical engineering data of limited scope. Under close supervision interprets the data, verifies product documentation, designs, layouts, or drawings for adequacy and reliability.
- Develops, documents, and recommends solutions or improvements for technical engineering problems of limited scope.
- Assists in the preparation of draft or finished technical presentations, reports, process studies, or technical information used for both internal and external dissemination.
- Assists in the analysis, development and maintenance of technical databases and supportive engineering systems.

WORKING KNOWLEDGE, SKILLS AND ABILITIES

- This job requires a minimum of a Bachelor's degree in Engineering or related discipline, or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires a fundamental level of proficiency to do entry-level work.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include verbal and written communication skills and computer skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Limited travel may be required (moderate in some cases).
-



JOB DESCRIPTION

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JOB TITLE: ENGINEER II

PURPOSE OF THE JOB

Under general supervision, applies use and application of standard engineering principles, theories, and concepts. Conducts research, analysis, compilation, design, development, and/or test of technical engineering data in support of customer requirements in one or more engineering disciplines. May perform as a task lead on assignments of moderate scope.

MAJOR RESPONSIBILITIES

- Performs a variety of analyses of technical engineering data. Interprets the data, verifies product documentation, designs, layouts, or drawings for adequacy and reliability.
- Develops, documents, and recommends solutions or improvements for technical engineering problems of moderate scope.
- Researches and prepares draft and/or finished engineering presentations, reports, process studies, or technical information used for such things as program reviews, design reviews, and proposal activities.
- Initiates, develops, and maintains active interfaces and coordination/exchange of technical information among multi-disciplined engineering groups, subcontractors, and/or the customer. May assist in delivering presentations to management and/or the customer.
- Analyzes, develops, and maintains technical databases and supportive engineering systems.

WORKING KNOWLEDGE, SKILLS AND ABILITIES

- This job requires a minimum of a Bachelor's degree in Engineering or related discipline and two years work related experience, or a Master's degree in Engineering or related discipline, or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of complex and technical professional disciplines requiring a four-year degree or equivalent and the extensive and applied use of related concepts, practices, and methods.
 - In relation to other jobs in the same function, this job requires an intermediate level of proficiency to work on assignments of standard difficulty.
 - The primary or most necessary skills required for this job are analytical skills. Other important skills include verbal and written communication skills and computer skills.
-



JOB DESCRIPTION

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WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
- Duties in this job are usually performed while in a seated position with freedom to move about at will.
- This job requires ordinary care and attention to avoid injury.
- Moderate travel may be required (extended in some cases).



JOB DESCRIPTION

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JOB TITLE: ENGINEER III

PURPOSE OF THE JOB

Under minimal supervision, applies use and application of advanced engineering principles, theories, and concepts. Independently evaluates, selects, and applies standard engineering techniques to conduct complex research, analysis, compilation, design, development, and/or test of technical engineering data in support of customer requirements in one or more engineering disciplines. Able to perform in a lead role as a project/task leader.

MAJOR RESPONSIBILITIES

- Identifies, defines, analyzes, and generates complex specifications for test conduction, coordination of systems and analyses, proposal submittal, and performance of applied research and development.
- Develops, documents, and implements solutions to complex technical problems associated with the analysis, design, development, operation, and/or modification of engineering products and services.
- Researches, analyzes, and conducts equipment (hardware/software) design and development, system analyses, process studies, and research investigations for complex technical problems.
- Establishes, develops, and maintains an effective working interface and coordination/exchange of technical information among multi-disciplined engineering groups, subcontractors, and/or the customer. Researches, prepares, and delivers complex technical presentations to high level management and/or the customer.
- Provides functional and technical guidance to less experienced engineers in all aspects of engineering projects. Organizes and leads assigned sections of major program reviews, design reviews, and proposals.

WORKING KNOWLEDGE, SKILLS AND ABILITIES

- This job requires a minimum of a Bachelor's degree in Engineering or related discipline and five years work related experience, or a Master's degree in Engineering or related discipline and three years work related experience, or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of complex, technical, professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
 - In relation to other jobs in the same function, this job requires a senior level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
-



JOB DESCRIPTION

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- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication skills, computer skills, leadership, and problem solving skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Extensive travel may be required on occasion
-



JOB DESCRIPTION

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JOB TITLE: FIELD SERVICE ENGINEER III

PURPOSE OF THE JOB

Provides analysis related to the design, development, and implementation of hardware for products. May lead and direct the work of others. Typically reports to a manager or head of a unit/department.

MAJOR RESPONSIBILITIES

- Develops test strategies, devices, and systems.
- Performs electrical engineering, integration, fabrication, installation, and troubleshooting for electronic/hardware devices and instrumentation.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a Bachelor's degree in area of specialty and four years of experience in the field or in a related area or an equivalent combination of education and experience.
- A wide degree of creativity and latitude is required.
- Relies on extensive experience and judgment to plan and accomplish goals.
- Familiar with variety of concepts, practices, and procedures within a particular field. Performs a variety of tasks.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position or while standing, lifting, carrying, pushing or pulling heavy objects. This job requires the ability to lift up to 50 pounds.
 - This job may require special protective equipment, training, and following safety rules to avoid injury.
 - Extensive travel may be required.
-

JOB TITLE: FUNCTIONAL ANALYST

PURPOSE OF THE JOB

This position has expertise in a technical topic necessary to review, improve and approve technical work, manage risk and provide guidance to others.

MAJOR RESPONSIBILITIES

- Demonstrates relevant expertise in one or more of the following (depending on position) finance, business processes, improvement methods, facilitation, programming, engineering, systems design analysis and evaluation.
- Direct and participate in projects with an emphasis on planning, design, analysis, testing, integration, validation, implementation, documentation and presentation while providing high-level and extensive knowledge on exceptionally complex problems.
- Principal contributor to project activities which include: operations, requirements definition, analysis and engineering, system analysis and design, validation and verification, performance analysis, and creating resolutions.
- Applies advanced business and administrative principles and is capable of providing solutions to exceptionally difficult and narrowly defined programs in an expeditious, efficient, and timely manner.
- Proficient in both commercial and government programs, policies and software.
- Highly motivated with demonstrated design and analytical expertise in the areas of complex, mission critical facilities.
- Carry new design concepts through exploration, development and into deployment/production.
- Interface with seniors in industry and government to communicate status and ensure successful program execution.
- Identify and recommend solutions, enhance, improve, and coordinate detailed analysis.
- Provides information assurance project management and directs and provides work leadership for lower level employees.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- Master's Degree in Engineering, Computer Science or related technical field, a minimum of twelve years experience or an equivalent combination of education and experience.
 - Recognized as an authority in the field with a proven record of creative work, preferably to include published papers, patents, and disclosures.
 - There are only a handful of incumbents as this job is regarded as the foremost highest expert on a technical topic.
-



JOB DESCRIPTION

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WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
- Duties in this job are usually performed in a seated position with freedom to move about at will.
- This job requires ordinary care and attention to avoid injury.
- This job requires regular physical attendance.

JOB TITLE: LOGISTICS ENGINEER I**PURPOSE OF THE JOB**

Under immediate supervision, prepares supportability procedures and plans, based on established concepts (encompassing the ten Integrated Logistic Support Technical disciplines of maintenance planning; manpower and personnel; supply support, support equipment, technical data; training and training support; computer resources support; facilities; packaging, handling, storage, and transportation; and design interface contained in the Department of Defense Instruction 5000.2) that minimize life cycle costs while satisfying all phases of acquisition programs and fielded systems requirements. Assists in planning supportability testing. Assists with implementation and maintains automated logistic support databases.

MAJOR RESPONSIBILITIES

- Under close supervision, assists in preparing supportability capabilities for integration with overall program designs.
- Assists in the preparation of program supportability procedures and plans based on established supportability procedures.
- Enters and maintains supportability documentation in automated logistics support analysis records.
- Assists in preparing supportability trade-off studies in the ten logistics technical disciplines to determine alternate support concepts within cost parameters.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
- In relation to other jobs in the same function, this job requires a fundamental level of proficiency to work on assignments of standard difficulty.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include verbal and written communication skills and computer skills.

WORKING KNOWLEDGE, SKILLS AND ABILITIES

- This job requires a minimum of a Bachelor's degree in a relevant technical discipline or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
 - In relation to other jobs in the same function, this job requires a fundamental level of proficiency to work on assignments of standard difficulty.
-



JOB DESCRIPTION

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- The primary or most necessary skills required for this job are analytical skills. Other important skills include verbal and written communication skills and computer skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Travel may be required on occasion.
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JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: LOGISTICS ENGINEER II

PURPOSE OF THE JOB

Under general supervision, determines and prepares supportability procedures and plans, based on established concepts (encompassing the ten Integrated Logistic Support Technical disciplines of maintenance planning; manpower and personnel; supply support, support equipment, technical data; training and training support; computer resources support; facilities; packaging, handling, storage, and transportation; and design interface contained in the Department of Defense Instruction 5000.2) that minimize life cycle costs while satisfying all phases of acquisition programs and fielded systems requirements. Assists in planning supportability testing. Implements automated logistic support databases.

MAJOR RESPONSIBILITIES

- Assists in establishing supportability capabilities for integration with overall program designs.
- Prepares program supportability procedures and plans based on established supportability procedures.
- Prepares, enters and maintains supportability documentation in automated logistics support analysis records.
- Assists in preparing supportability trade-off studies in the ten logistics technical disciplines to determine alternate support concepts within cost parameters.
- Prepares and implement plans to deploy and activate systems at field locations.

WORKING KNOWLEDGE, SKILLS AND ABILITIES

- This job requires a minimum of a Bachelor's degree and two years work related experience or a Master's degree in a relevant technical discipline or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
 - In relation to other jobs in the same function, this job requires an intermediate level of proficiency to work on assignments of standard difficulty.
 - The primary or most necessary skills required for this job are analytical skills. Other important skills include verbal and written communication skills, problem solving, short-term planning, and computer skills.
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JOB DESCRIPTION

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WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Extensive travel may be required on occasion.
 - Travel may be required on occasion.
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JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: LOGISTICS ENGINEER III

PURPOSE OF THE JOB

Under minimal supervision, determines the support packages (encompassing the ten Integrated Logistic Support Technical disciplines of maintenance planning; manpower and personnel; supply support, support equipment, technical data; training and training support; computer resources support; facilities; packaging, handling, storage, and transportation; and design interface contained in the Department of Defense Instruction 5000.2) that best minimize life cycle costs while satisfying program and systems equipment requirements. Plans and conducts testing of support packages. Establishes automated logistic support databases.

MAJOR RESPONSIBILITIES

- Conducts concurrent engineering forums with the program staff and decides on supportability design requirements for inclusion into systems designs.
- Determines program supportability procedures and prepares supportability plans in logistics technical disciplines. Guides and directs subcontractors in the logistics technical disciplines. Establishes automated logistics support analysis databases and coordinates implementation and maintenance of databases with customers.
- Analyzes program designs to determine support equipment needed to operate and maintain systems. Identifies support equipment which best satisfy program requirements at the lowest life cycle costs.
- Conducts supportability trade-off studies in the ten logistics technical disciplines to determine alternate support concepts within cost parameters. Resolves supportability issues and risks to ensure systems are supportable when fielded.
- May be assigned the responsibility to manage the Applied Technology Division's ISO 9001 program. This would include the assignment of ISO 9001 Management representative.

WORKING KNOWLEDGE, SKILLS AND ABILITIES

- This job requires a minimum of a Bachelor's degree and five years work related experience or a Master's degree and three years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
 - In relation to other jobs in the same function, this job requires a senior level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
 - The primary or most necessary skills required for this job are short term planning skills. Other important skills include analytical, communication skills, leadership, long-term planning, and problem solving skills.
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JOB DESCRIPTION

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WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
- Duties in this job are usually performed while in a seated position with freedom to move about at will.
- This job requires ordinary care and attention to avoid injury.
- Extensive travel may be required on occasion.



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: PRINCIPAL ENGINEER

PURPOSE OF THE JOB

Performs as a technical authority and consultant to senior management and the customer. Regularly applies extensive and diversified knowledge of highly advanced technologies, scientific principles, and theories contributing to the development of new processes, methods, and concepts. Provides technical coordination on assigned programs and may assume the lead role in a project or program.

MAJOR RESPONSIBILITIES

- Based on broad objectives from management, independently provides solutions to significant technical problems that typically require the development of new or refined algorithms, techniques, equipment, materials, processes, products, systems concepts, and/or scientific methods. Encourages optimum design within customer specifications, quality standards, schedule, and funding limitations.
- Performs complex analysis on a major program to enhance the technical and economic development of the product and/or service. Assesses the feasibility and soundness of proposed engineering evaluation tests, products, or equipment.
- Represents the corporation as a recognized technical expert at regional/national/international symposiums conferences. Demonstrates creative ability through patent disclosures, problem solving, scientific reports, or technical papers and articles.
- Represents the company as a prime technical customer contact on engineering contracts or programs. Consults and advises senior management and/or the customer regarding feasibility of new projects, systems, or approaches to meet long-term goals.
- Develops and delivers complex technical presentations to senior management and customers. Attends and represents the Company in high level meetings with the customer, vendors, and/or subcontractors.
- Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule, or cost.
- Develops new customer contacts and conceptualizes solutions to significant customer problems that lead to new business for the corporation. Actively identifies expanded/additional tasking with existing customers and defines highly complex technical requirements for draft statements of work.

WORKING KNOWLEDGE, SKILLS AND ABILITIES

- This job requires a minimum of a Bachelor's degree in Engineering or related discipline and twenty years work related experience, or a Master's degree in Engineering or related discipline and eighteen years work related experience, or a Ph.D. and sixteen years work
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JOB DESCRIPTION

PAGE 2 of 2

related experience in a relevant technical discipline, or an equivalent combination of education and experience.

- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an expert level of proficiency to apply advanced knowledge and/or management experience in a professional area to handle the most complex tasks where existing methods and procedures may not apply. This job provides consulting assistance to more senior management or other professionals.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, leadership and problem solving skills, and short-term and long term planning skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Moderate to extensive travel may be required in some cases.
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JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: PRINCIPAL NETWORK ENGINEER

PURPOSE OF THE JOB

Independently performs highly complex network engineering tasks for management and/or the customer involving the application of advanced network studies and technical concepts for a major project or a total project of moderate scope. May perform in a lead role and provide technical support and guidance as a project team leader.

MAJOR RESPONSIBILITIES

- Responsible for evaluating current systems.
- Analyzes local and wide area network systems, including planning, designing, evaluating, and selecting operating systems and protocol suites as well as configuring communication media with concentrators, bridges, and other devices.
- Resolves difficult interoperability problems to obtain operations across all platforms including e-mail, file transfer, multimedia, teleconferencing, and the like.
- Configures systems to user environments.
- Supports acquisition of hardware and software as well as subcontractor services as needed.
- Assists in the planning of large scale systems projects through vendor comparison and cost studies.
- May act as a technical project leader or provide work leadership for lower level employees.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree in Engineering or related discipline and twenty years work related experience, or a Master's degree in Engineering or related discipline and eighteen years work related experience, or a Ph.D. and sixteen years in a relevant technical discipline, or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive and applied use of related concepts, practices, and methods.
 - In relation to other jobs in the same function, this job requires a senior level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
 - The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, computer, leadership, and problem solving skills.
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JOB DESCRIPTION

PAGE 2 of 2

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
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- This job requires ordinary care and attention to avoid injury.
- Extensive travel may be required on occasion



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: PRINCIPAL SOFTWARE ENGINEER

PURPOSE OF THE JOB

Independently develops and applies advanced methods, theories, and research techniques in the investigation and solution of complex and advanced software applications and problems. May perform in a lead role and provide technical support and guidance as a project team leader.

MAJOR RESPONSIBILITIES

- Plans, conducts, and technically directs projects or major phases of significant projects, coordinating the efforts of technical support staff in the performance of assigned projects.
- Interacts frequently as the organizational representative with the customer in the collection and translation of customer requirements to defined specifications. Makes frequent contact with customers, teaming partners, subcontractors, and suppliers to obtain/exchange information, provide technical direction and to assist in the resolution of technical issues.
- Develops and delivers complex technical presentations to high level program management and customers. May lead major proposal activities.
- Conducts investigations and tests of considerable complexity to develop extensive reports or studies. Completed reports or studies may be deliverable engineering products to the customer.
- Provides functional and technical guidance to engineers or other organizations. Typically provides leadership and technical direction for a project team.
- Reviews literature, patents, and current practices relevant to the solution of assigned projects.
- Reviews completion and implementation of technical products.
- Evaluates vendor capabilities to provide required products and services.
- Actively seeks new business opportunities in related technical areas. Identifies new customers and/or develops additional tasking with existing customers.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree in Engineering or related discipline and twenty years work related experience, or a Master's degree in Engineering or related discipline and eighteen years work related experience, or a Ph.D. and sixteen years work related experience in a relevant technical discipline, or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
 - In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.
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JOB DESCRIPTION

PAGE 2 of 2

- The primary or most necessary skills required for this job are analytical skills. Other important skills include administrative, communication, leadership, short-term planning, and problem solving skills.

WORKING CONDITIONS

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 - Moderate to extended travel may be required in some cases.
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JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: PRINCIPAL SYSTEMS ENGINEER

PURPOSE OF THE JOB

Performs as a technical authority and consultant to senior management and to the customer on unusually complex engineering tasks involving application of highly advanced engineering principles, theories, and technical concepts that require extensive scientific/engineering knowledge, experience, and ingenuity. Usually performs as a project lead on advanced projects.

MAJOR RESPONSIBILITIES

- Based on broad objectives from management, independently provides solutions to significant technical problems that typically require the development of new or refined algorithms, techniques, equipment, materials, processes, products, systems concepts, and/or scientific methods. Encourages optimum design within customer specifications, quality standards, schedule, and funding limitations.
- Performs complex analysis on a major program to enhance the technical and economic development of the product and/or service. Assesses the feasibility and soundness of proposed engineering evaluation tests, products, or equipment.
- Represents the corporation as a recognized technical expert at regional/national/international symposiums and/or conferences. Demonstrates creative ability through patent disclosures, problem solving, scientific reports, or technical papers and articles.
- Represents the company as a prime technical customer contact on engineering contracts or programs. Consults and advises senior management and/or the customer regarding feasibility of new projects, systems, or approaches to meet long-term goals.
- Develops and delivers complex technical presentations to senior management and customers. Attends and represents the Company in high level meetings with the customer, vendors, and/or subcontractors.
- Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule, or cost.
- Develops new customer contacts and conceptualizes solutions to significant customer problems that lead to new business for the corporation. Actively identifies expanded/additional tasking with existing customers and defines highly complex technical requirements for draft statements of work.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree in Engineering or related discipline and twenty years work related experience or a Master's degree in Engineering and eighteen years work related experience or a Ph.D. and sixteen years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
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JOB DESCRIPTION

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- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
- In relation to other jobs in the same function, this job requires an expert level of proficiency to apply advanced knowledge and/or management experience in a professional area to handle the most complex tasks where existing methods and procedures may not apply. This job provides consulting assistance to more senior management or other professionals.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, leadership and problem solving skills, and short term and long term planning skills.

WORKING CONDITIONS

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JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: PROGRAM ADMINISTRATOR I

PURPOSE OF THE JOB

Provides data for the determination, negotiation, implementation, and administration of operational requirements for a project or program. Ensures work scope, schedule, and budget are maintained. Conducts activities with the customer, functional organizations, vendors, and subcontractors.

MAJOR RESPONSIBILITIES

- Assists in the planning and administration of operational requirements such as schedules, budgets, facilities, and staffing for program. Ensures overall quality and productivity are maintained within the program. Identifies and resolves operational issues.
- Provides information to evaluate program performance for adherence to established requirements. Monitors and reports performance against plans to ensure that contractual, cost, and schedule objectives are met.
- Provides information for the plan development including budgets and schedules to meet contractual/project requirements for major portions of a program. Provides assistance to meet schedules or resolve complex customer requirements. Performs in-depth studies to determine optimum program plans.
- Prepares, plans, and reports program activity. Prepares and coordinates program plans, project schedules, specialized reports, and proposal documents.
- Serves as a liaison between the company and customers for program information. Anticipates and responds to customer needs and maintains an understanding of customer requirements.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and three years work related experience or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of general professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
 - In relation to other jobs in the same function, this job requires an intermediate level of proficiency to apply broad knowledge and experience.
 - The primary or most necessary skills required for this job are analytical skills. Other important skills include communication and short-term planning skills.
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JOB DESCRIPTION

PAGE 2 of 2

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
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- This job requires ordinary care and attention to avoid injury.



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: PROGRAM ADMINISTRATOR II

PURPOSE

Provides data for the determination, negotiation, implementation, and administration of operational requirements for a project or program. Ensures work scope, schedule, and budget are maintained. Conducts activities with the customer, functional organizations, vendors, and subcontractors.

MAJOR RESPONSIBILITIES

- Assists in the planning and administration of operational requirements such as schedules, budgets, facilities, and staffing for program. Ensures overall quality and productivity are maintained within the program. Identifies and resolves operational issues.
- Provides information to evaluate program performance for adherence to established requirements. Monitors and reports performance against plans to ensure that contractual, cost, and schedule objectives are met.
- Provides information for the plan development including budgets and schedules to meet contractual/project requirements for major portions of a program. Provides assistance to meet schedules or resolve complex customer requirements.
- Performs in-depth studies to determine optimum program plans.
- Prepares plans and reports that document program activity.
- Prepares and coordinates program plans, project schedules, specialized reports, and proposal documents.
- Organizes the activities of assigned personnel in the development, integration, implementation, and management of assigned projects.
- Serves as a liaison between the company and customers for program information. Anticipates and responds to customer needs and maintains an understanding of customer requirements.

WORKING KNOWLEDGE, SKILLS AND ABILITIES

- This job requires a minimum of a Bachelor's degree and five years work related experience or a Master's degree and three years work related experience in a relevant discipline or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of general professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
 - In relation to other jobs in the same function, this job requires an intermediate level of proficiency to apply broad knowledge and experience.
 - The primary or most necessary skills required for this job are analytical skills. Other important skills include communication and short term planning skills.
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JOB DESCRIPTION

PAGE 2 of 2

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
- Duties in this job are usually performed while in a seated position with freedom to move about at will.
- This job requires ordinary care and attention to avoid injury.



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: PROGRAM ADMINISTRATOR III

PURPOSE

Provides data for the determination, negotiation, implementation, and administration of operational requirements for a project or program. Ensures work scope, schedule, and budget are maintained. Conducts activities with the customer, functional organizations, vendors, and subcontractors.

MAJOR RESPONSIBILITIES

- Assists in the planning and administration of operational requirements such as schedules, budgets, facilities, and staffing for program. Ensures overall quality and productivity are maintained within the program. Identifies and resolves operational issues.
- Provides information to evaluate program performance for adherence to established requirements. Monitors and reports performance against plans to ensure that contractual, cost, and schedule objectives are met.
- Provides information for the plan development including budgets and schedules to meet contractual/project requirements for major portions of a program. Provides assistance to meet schedules or resolve complex customer requirements. Performs in-depth studies to determine optimum program plans.
- Prepares plans and reports that document program activity.
- Prepares and coordinates program plans, project schedules, specialized reports, and proposal documents.
- Organizes the activities of assigned personnel in the development, integration, implementation, and management of assigned projects.
- Participates in budget preparations and may authorize budget expenditures.
- Recommends procedures to be used to monitor programs, organizations, or proposals.
- Serves as a liaison between the company and customers for program information. Anticipates and responds to customer needs and maintains an understanding of customer requirements.
- Acts as a lead to lower level employees.

WORKING KNOWLEDGE, SKILLS AND ABILITIES

- This job requires a minimum of a Bachelor's degree and seven years work related experience or a Master's degree and five years work related experience in a relevant discipline or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of general professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
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JOB DESCRIPTION

PAGE 2 of 2

- In relation to other jobs in the same function, this job requires an intermediate level of proficiency to apply broad knowledge and experience.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication and short term planning skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
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JOB DESCRIPTION

JOB TITLE: PROGRAM MANAGER

PURPOSE OF THE JOB

Manages government or commercial programs of moderate risk and complexity at or above targeted level of profitability. Develops future opportunities and acquires new business. Increases customer satisfaction through continuous improvement of quality products and services provided to improve the company's position in a market segment. Annual dollar value of program is typically \$1M or more. May have supervisory responsibilities including hiring, firing, and performance management.

MAJOR RESPONSIBILITIES

- Oversees and is accountable for overall performance of defined scope(s) of work as indicated by customer satisfaction, quality of products and/or services provided, level of profitability attained, and other such measures as may be designated.
 - Serves as primary customer contact and manages overall company customer interface relationships for defined scope(s) of work to assure responsiveness to customer needs and effective professional conduct.
 - Mentors and coaches assigned personnel to enhance performance and encourage professional development. Hires, fires, disciplines, and documents performance.
 - Develops project schedules. Defines and assigns work to engineers assigned to program. Monitors and controls work in progress for technical adequacy and provides active assistance to meet schedules or resolve complex technical or customer requirements.
 - Represents the company as the primary customer contact on assigned engineering contracts or programs.
 - Provides programmatic direction to organizational elements executing processes required to provide products and services that meet contract quality, performance, schedule, and cost requirements.
 - Establishes metrics and monitors progress to assure contract compliance, customer satisfaction, and attainment of company commitments and objectives. Reports progress to appropriate levels of management.
 - Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule, or cost.
 - Develops new customer contacts and conceptualizes solutions to customer problems that lead to new business for the corporation. Actively identifies additional/expanded tasking with existing customers and defines technical requirements for draft statements of work.
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JOB DESCRIPTION

PAGE 2 of 2

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and twelve years work related experience or a Master's degree and ten years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.
- The primary or most necessary skills required for this job are leadership skills. Other important skills include communication, analytical and problem solving skills, and short-term and long-term planning skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Moderate travel may be required.
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JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: PROJECT MANAGER

PURPOSE OF THE JOB

Responsible for the day-to-day tactical duties for a highly complete program or group of programs. Responsible and accountable for the overall results of multi-functional project teams. May have supervisory responsibilities including hiring, firing, and performance management.

MAJOR RESPONSIBILITIES

- Responsible for the administrative/operational leadership of a project within the program guidelines set by the Program Manager and customer.
- Serves as primary customer contact for specific efforts to assure responsiveness to customer needs and effective professional conduct.
- Mentors and coaches assigned personnel to enhance performance and encourage professional development; hires, fires, disciplines, and documents performance.
- Monitors project to ensure work scope, schedule, and budget are well defined and maintained.
- Provides the coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received.
- May conduct performance/project analyses during phase-down to benefit future missions and programs.
- Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule, or cost.
- May develop new customer contacts and conceptualize solutions to customer problems that lead to new business for the corporation.
- May actively identify additional/expanded tasking with existing customers and defines technical requirements for draft statements of work.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and five years work related experience or a Master's degree and three years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
 - In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.
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JOB DESCRIPTION

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- The primary or most necessary skills required for this job are leadership skills. Other important skills include communication, analytical and problem solving skills, and short-term and long-term planning skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Moderate travel may be required.
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JOB DESCRIPTION

PAGE 1 of 1

JOB TITLE: SENIOR ANALYST

PURPOSE OF THE JOB:

Independently performs highly complex analysis of operational activities for decision making or resource allocation. May perform in a lead role and provide technical support and guidance as a project team leader.

MAJOR RESPONSIBILITIES

- Analyzes actual and predictable interacting operational activities of a military, governmental, or business system to obtain a quantitative, rational basis for decision making or resource allocation.
- Utilizes advanced knowledge of modeling and measuring techniques, mathematics, statistical methods, engineering methods, operational mathematic techniques, and other principles and laws of scientific and economic disciplines in determining solutions.
- May provide work leadership to lower level employees.

WORKING KNOWLEDGE, SKILLS AND ABILITIES

- This job requires a minimum of a Bachelor's degree in Operations Research, Mathematics, Physics, Computer Science, Financial Management, or other technical field and ten years work related experience or an equivalent combination of education and experience. Extensive experience in a defense operational discipline, test and evaluation, acquisition, or field related to the SOW is also required.
- Performing work in this job's occupational field requires the application of complex and technical professional disciplines requiring a four-year degree or equivalent and the extensive and applied use of related concepts, practices, and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include administrative, communication, leadership, short term planning skills, and problem solving skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Moderate to extended travel may be required in some cases.
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JOB DESCRIPTION

PAGE 1 of 3

JOB TITLE: Senior Cyber Security Analyst

PURPOSE OF THE JOB

Support assessment and authorization (A&A) by implementing policies and procedures, assessing security controls, and monitoring information system security posture in accordance with applicable Federal, Department of Defense (DoD), and Intelligence Community (IC) standards, regulations, and guidance.

MAJOR RESPONSIBILITIES

- Lead the implementation of policies, processes, and procedures that address security requirements
- Investigate and analyze implemented security processes to identify shortfalls.
- Perform formal security assessments to determine whether security controls are in-place, operating as intended, and producing desired results. Security assessments shall be supported through pre-assessment preparations, participation in the assessment, analysis of the results, and drafting the Security Assessment Report (SAR).
- Assess risk to determine the appropriate risk response. Recommended responses may include risk reduction or risk transferal.
- Performing vulnerability assessments, analyzing networks, intrusion detection, and implementing counter measures
- Execute continuous monitoring of systems to include analyzing vulnerability scan results, Information Assurance Vulnerability Alerts (IAVA), and reporting results.
- Monitor Plan of Action and Milestones (POA&M), tracking corrective actions until all actions are closed.
- Make recommendations to address security vulnerabilities and residual risk.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and nine years work related experience or a Master's degree and seven years of work related experience in a relevant technical discipline or an equivalent combination of education and experience.
 - Desired certifications include one or more of the following: Certified Information Security Manager (CISM), GIAC Security Leadership Certification (GSLC), or Certified Information Systems Security Professional (CISSP). Other DoD Cyber Security Workforce (CSWF) Information Assurance Manager (IAM) Level III, NIST Initiative for Cybersecurity Education (NICE) or applicable business sector equivalent certifications may be accepted. Also prefer a certification in: Offensive Security Certified Professional (OSCP).
 - Preferred knowledge in the following areas: Security Technology Implementation Guides (STIGs), Security Content Automation Protocol (SCAP), and Assured Compliance Assessment Solution (ACAS).
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JOB DESCRIPTION

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- Risk Management Framework (RMF) experience preferred.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring applied use of related concepts, practices, and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.
- The primary or most necessary skills required for this job are leadership skills. Other important skills include communication, analytical and problem solving skills, and short-term and long-term planning skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
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JOB DESCRIPTION

PAGE 1 of 1

JOB TITLE: SENIOR CYBER SECURITY RISK ANALYST

PURPOSE OF THE JOB

Support assessment and authorization (A&A) by implementing policies and procedures, assessing security controls, and monitoring information system security posture in accordance with applicable Federal, Department of Defense (DoD), and Intelligence Community (IC) standards, regulations, and guidance.

MAJOR RESPONSIBILITIES

- Analyze risks by determining the likelihood and consequence of each risk.
- Assess and rank the risk to determine the appropriate risk response. Risk must be tracked via appropriate organizational means. Methods include, but are not limited to, a risk register or risk matrix.
- Respond to the risk. Recommended responses may include risk reduction or risk transferal.
- Create risk mitigation strategies, preventative plans, contingency plans, and other methods of reducing risk.
- Monitor risk in a Plan of Action and Milestones (POA&M), tracking corrective actions until all actions are closed.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- Master's Degree in Information Systems or related field and twenty years of cyber security experience or an equivalent combination of education and experience.
- Desired certifications include one or more of the following: Certified in Risk and Information Systems Control (CRISC), Certified Information System Security Professional (CISSP) Management (CISSP-ISSMP), and Offensive Security Certified Professional (OSCP)
- Certified Information Security Manager (CISM).
- Recognized as an authority in the cyber security field with a proven record of creative work, preferably to include published papers, patents, and disclosures.
- There are only a handful of incumbents as this job is regarded as the foremost and highest expert on a technical cyber security topic.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - This job requires regular physical attendance.
-



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: SENIOR DRAFTER

PURPOSE OF THE JOB

Under minimal supervision, applies appropriate standards, procedures, and specifications to create complex design layout, engineering drawings, and documentation. Ensures that all drawings and documentation are in proper format and comply with company, industrial, and applicable military and federal specifications. Performs as a task lead responsible for quality assurance reviews, configuration management, or data management of technical documentation packages. May oversee drafting projects. May be lead and mentor of other drafting team members.

MAJOR RESPONSIBILITIES

- Identifies, analyzes, and generates specifications for the development of technical documentation and engineering drawings tailored to the requirements of a task.
- Interprets engineering data gathered from field inspections, on-site inspections, site surveys, engineering notes, sketches, blueprints, and photographs in order to create required technical documentation packages.
- Ensures that all drawings and documents are in proper format, comply with company and industrial standards and specifications, and meet the quality, cost, and productivity objectives of the company and the customer.
- Suggests and recommends methods to improve or develop technical documentation processes.
- Trains less experienced personnel in techniques, standards, and procedures.
- Maintains a thorough knowledge of detailing/drafting principles and appropriate system software.

WORKING KNOWLEDGE, SKILLS AND ABILITIES

- This job requires a minimum of an associates degree and eight years of work-related experience, or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of craft or vocational skills and methods taught in specialized training and/or learned through formal apprenticeships.
 - In relation to other jobs in the same function, this job requires a senior level of proficiency to apply significant job related experience. This job assists others as a lead practitioner.
 - The primary or most necessary skills required for this job are craft/vocational skills. Other important skills are analytical skills.
-



JOB DESCRIPTION

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WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
- Duties in this job are usually performed in a seated position with freedom to move about at will.
- This job requires ordinary care and attention to avoid injury.



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: SENIOR ELECTRONICS TECHNICIAN

PURPOSE OF THE JOB

Working independently or in a lead capacity while performing a variety of highly complex technical functions in support of engineering activities. These activities include but are not limited to: design, test, checkout, modification, fabrication and assembly of electronic and electro-mechanical systems, experimental design circuitry, prototype models, and/or specialized test equipment. Applies advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufactures' manuals or similar documents. Conducts evaluation and procurement of components, subsystems, test equipment, and software. Establishes procedures for the maintenance of laboratory equipment and facilities.

MAJOR RESPONSIBILITIES

- Participates in design, fabrication, integration, and testing of electronic circuits and mechanical packaging including the development of electrical and mechanical prototypes.
 - Performs detailed design tasks requiring the application of CAD equipment; designs projects such as simulation, printed circuit boards, and electronic and electrical assemblies requiring development of schematics.
 - Performs on-site installation, servicing, and repair of company products and equipment. Provides technical support to customers on operational or maintenance aspects of system equipment and performs troubleshooting on highly complex equipment and technical problems.
 - Trains technical assistants including junior level electronics technicians, CAD specialists, support staff, cooperative students, and temporary employees to perform general fabrication, assembly, test and evaluation, and documentation tasks.
 - Develops test procedures, test plans, test reports, and procedures to maintain lab facilities and calibrate test equipment. May conduct engineering tests and detailed experimental testing.
-



JOB DESCRIPTION

PAGE 2 of 2

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a two-year technical/associates degree and six years work related experience or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of craft, vocational or administrative skills, and methods taught in specialized training and/or learned through formal apprenticeships.
- In relation to other jobs in the same functions, this job requires an advanced level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
- The primary or most necessary skills required for this job are craft/vocational skills. Other important skills include manual skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position or while standing, lifting, carrying, pushing, or pulling heavy objects.
 - This job may require special protective equipment, training, and following safety rules to avoid injury.
-



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: SENIOR ENGINEER

PURPOSE OF THE JOB

Independently performs highly complex engineering tasks for management and/or the customer involving the applications of advanced engineering studies and technical concepts for a major project or a total project of moderate scope. May perform in a lead role and provide technical support and guidance as a project team leader.

MAJOR RESPONSIBILITIES

- Based on broad objectives from management, identifies, defines, and solves complex technical problems which require a high level of ingenuity and innovativeness. Encourages optimum design within project schedule and funding limitations.
- Interacts frequently as the organizational representative with the customer in the collection and translation of customer requirements to defined specifications. Makes frequent contact with customers, teaming partners, subcontractors, and suppliers to obtain/exchange information, provide technical direction, and assist in the resolution of technical issues.
- Develops and delivers complex technical presentations to high level program management and customers. May lead major program and/or design reviews and major proposal activities.
- Performs extensive research and complex analysis on a major project to enhance the technical and economic development of the product and/or service. Completed reports or studies may be deliverable engineering products to the customer.
- Provides functional and technical guidance to engineers. Typically provides leadership and technical direction for a project team.
- Actively seeks new business opportunities in related technical areas. Identifies new customers and/or develops additional tasking with existing customers.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree in Engineering or related discipline and ten years work related experience, or a Master's degree in Engineering or related discipline and eight years work related experience, or a Ph.D. and six years work related experience in a relevant technical discipline, or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
 - In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.
-



JOB DESCRIPTION

PAGE 2 of 2

- The primary or most necessary skills required for this job are analytical skills. Other important skills include administrative, communication, leadership, short-term planning skills, and problem solving skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Moderate to extended travel may be required in some cases.
-



JOB DESCRIPTION

PAGE 1 of 1

JOB TITLE: SENIOR FIELD SERVICE ENGINEER

PURPOSE OF THE JOB

Under minimal supervision, provides technical, logistical, training, and field engineering support. Leads and directs the work of others.

MAJOR RESPONSIBILITIES

- Acts as the senior company engineering representative at critical or highly sensitive base or remote locations including customer or supplier facilities.
- Acts as company contact in the field with the customer and contractor personnel, exercising a high degree of tact, diplomacy, and mature judgment, conforming to company policy directions.
- Directs regular, special, and integrated system test programs.
- Prepares and conducts special reports and presentations pertinent to company products and services, field operations, or other applications.
- Plans, prepares, and conducts on-the-job training as required in support of foregoing activities.
- May provide work leadership for lower level employees.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a bachelor's degree in an area of specialty and eight years of experience in the field or in a related area or an equivalent combination of education and experience.
- A wide degree of creativity and latitude is required.
- Relies on extensive experience and judgment to plan and accomplish goals.
- Familiar with variety of concepts, practices, and procedures within a particular field.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position or while standing, lifting, carrying, pushing or pulling heavy objects. This job requires the ability to lift up to 50 pounds.
 - This job may require special protective equipment, training, and following safety rules to avoid injury.
 - Extensive travel may be required.
-

JOB TITLE: SR. FUNCTIONAL ANALYST**PURPOSE OF THE JOB**

This position has the highest expertise in a technical topic necessary to review, improve and approve technical work, manage risk and provide guidance to others.

MAJOR RESPONSIBILITIES

- Demonstrates relevant expertise in one or more of the following (depending on position) finance, business processes, improvement methods, facilitation, programming, engineering, systems design analysis and evaluation.
- Direct and participate in projects with an emphasis on planning, design, analysis, testing, integration, validation, implementation, documentation and presentation while providing high-level and extensive knowledge on exceptionally complex problems.
- Principal contributor to project activities which include: operations, requirements definition, analysis and engineering, system analysis and design, validation and verification, performance analysis, and creating resolutions.
- Applies advanced business and administrative principles and is capable of providing solutions to exceptionally difficult and narrowly defined programs in an expeditious, efficient, and timely manner.
- Proficient in both commercial and government programs, policies and software.
- Highly motivated with demonstrated design and analytical expertise in the areas of complex, mission critical facilities.
- Carry new design concepts through exploration, development and into deployment/production.
- Interface with seniors in industry and government to communicate status and ensure successful program execution.
- Identify and recommend solutions, enhance, improve, and coordinate detailed analysis.
- Provides information assurance project management and directs and provides work leadership for lower level employees.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- Master's Degree in Engineering, Computer Science or related technical field and a minimum of twenty years experience or an equivalent combination of education and experience.
 - Recognized as an authority in the field with a proven record of creative work, preferably to include published papers, patents, and disclosures.
 - There are only a handful of incumbents as this job is regarded as the foremost and highest expert on a technical topic.
-



JOB DESCRIPTION

PAGE 2 of 2

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - This job requires regular physical attendance.
-



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: SENIOR LOGISTICS ENGINEER

PURPOSE OF THE JOB

Develops innovative, responsive program supportability concepts incorporating applicable Department of Defense instructions relating to the ten Integrated Logistics Support Technical disciplines of maintenance planning; manpower and personnel; supply support, support equipment, technical data; training and training support; computer resources support; facilities; packaging, handling, storage, and transportation; and design interface. Selects appropriate concepts and develops packages to minimize life cycle costs and satisfy equipment needs. Establishes automated logistics support databases. May perform in a lead role and provides technical support as a project team leader.

MAJOR RESPONSIBILITIES

- Originates supportability concepts/plans and integrates them with system specifications and program requirements. Identifies needs for automated logistics support analysis databases. Coordinates with company and customer to establish appropriate automated database applications.
- Establishes innovative, responsive program supportability concepts using maximum integration of logistics technical disciplines. Identifies contractor, subcontractor, and government supportability roles and responsibilities. Advises senior management of value of supportability activities to acquisition process with emphasis on value of contractor support for fielded systems.
- Analyzes program designs to determine support equipment needed to operate and maintain systems. Identifies support equipment that best satisfies program requirements at lowest life cycle costs.
- Determines need for supportability trade-off studies. Leads team conducting studies to determine best support concepts within cost parameters. Identifies potential issues/risks and initiates resolution process to ensure system supportability.
- Originates and develops concepts to deploy and activate systems at field locations on time and within budget constraints.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and ten years work related experience or a Master's degree and eight years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
-



JOB DESCRIPTION

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- In relation to other jobs in the same function, this job requires a senior level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, leadership, short-term planning, and problem solving skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury while performing.
 - Extensive travel may be required on occasion.
-



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: SR. PRINCIPAL ENGINEER

PURPOSE OF THE JOB

Performs as a leading technical authority and consultant to senior leadership and the customer. This position requires significant engineering achievements and expertise and is not an automatic promotion through the ranks. Regularly applies extensive and diversified knowledge of highly advanced technologies, scientific principles, and theories contributing to the development of new processes, methods, and projects. Provides technical coordination on assigned programs and may assume the lead Engineering role across multiple projects or programs.

MAJOR RESPONSIBILITIES

- Applies innovative hardware/software engineering design methods, theories, and research techniques in the investigation and solution of extremely complex and advanced technical problems requiring the expert and innovative application of advanced superior knowledge
 - Based on broad objectives from management or customers, independently provides solutions to significant technical problems that typically require the development of new or refined algorithms, techniques, equipment, materials, processes, products, systems concepts, and/or scientific methods. Encourages optimum design within customer specifications, quality standards, schedule, and funding limitations.
 - Performs complex analysis on a major program to enhance the technical and economic development of the product and/or service. Assesses the feasibility and soundness of proposed engineering evaluation tests, products, or equipment.
 - Represents the corporation as a recognized technical expert at regional/national/international symposiums conferences. Demonstrates creative ability through patent disclosures, problem solving, scientific reports, or technical papers and articles.
 - Represents the company as a prime technical customer contact on engineering contracts or programs. Consults and advises senior management and/or the customer regarding feasibility of new projects, systems, or approaches to meet long-term goals.
 - Develops and delivers complex technical presentations to senior management and customers. Attends and represents the Company in high level meetings with the customer, vendors, and/or subcontractors.
 - Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule, or cost.
 - Develops new customer contacts and conceptualizes solutions to significant customer problems that lead to new business for the corporation. Actively identifies expanded/additional tasking with existing customers and defines highly complex technical requirements for draft statements of work.
-



JOB DESCRIPTION

PAGE 2 of 2

WORKING KNOWLEDGE, SKILLS AND ABILITIES

- This job requires a minimum of a Master's degree and eighteen years work related experience or a Ph.D. and sixteen years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an expert level of proficiency to apply advanced knowledge and/or management experience in a professional area to handle the most complex tasks where existing methods and procedures may not apply. This job provides consulting assistance to more senior management or other professionals.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, leadership and problem solving skills, and short-term and long term planning skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Moderate to extensive travel may be required in some cases.
-



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: SENIOR PRINCIPAL SOFTWARE ENGINEER

PURPOSE OF THE JOB

Independently develops and applies advanced methods, theories, and research techniques in the investigation and solution of complex and advanced software applications and problems. May perform in a lead role and provide technical support and guidance as a project team leader.

MAJOR RESPONSIBILITIES

- Plans, conducts, and technically directs projects or major phases of significant projects, coordinating the efforts of technical support staff in the performance of assigned projects.
- Interacts frequently as the organizational representative with the customer in the collection and translation of customer requirements to defined specifications. Makes frequent contact with customers, teaming partners, subcontractors, and suppliers to obtain/exchange information, provide technical direction and to assist in the resolution of technical issues.
- Develops and delivers complex technical presentations to high level program management and customers. May lead major proposal activities.
- Conducts investigations and tests of considerable complexity to develop extensive reports or studies. Completed reports or studies may be deliverable engineering products to the customer.
- Provides functional and technical guidance to engineers or other organizations. Typically provides leadership and technical direction for a project team.
- Reviews literature, patents, and current practices relevant to the solution of assigned projects.
- Reviews completion and implementation of technical products.
- Evaluates vendor capabilities to provide required products and services.
- Actively seeks new business opportunities in related technical areas. Identifies new customers and/or develops additional tasking with existing customers.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Master's degree in Engineering or related discipline and eighteen years work related experience, or a Ph.D. and sixteen years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
 - In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.
-



JOB DESCRIPTION

PAGE 2 of 2

- The primary or most necessary skills required for this job are analytical skills. Other important skills include administrative, communication, leadership, short-term planning, and problem solving skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Moderate to extended travel may be required in some cases.
-



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: SENIOR PROGRAM ADMINISTRATOR

PURPOSE OF THE JOB

Determines, negotiates, implements, and administers operational requirements for a significant project or program. Ensures work scope, schedule, and budget are defined and maintained. Leads activities with the customer, functional organizations, vendors, and subcontractors.

MAJOR RESPONSIBILITIES

- Plans and administers operational requirements such as schedules, budgets, facilities, and staffing for program. Ensures overall quality and productivity are maintained within the program. Identifies and resolves operational issues.
- Evaluates program performance for adherence to established requirements. Monitors and reports performance against plans to ensure that contractual, cost, and schedule objectives are met.
- Develops plans including budgets and schedules to meet contractual/project requirements for major portions of a program. Provides active assistance to meet schedules or resolve complex customer requirements. Performs in-depth studies to determine optimum program plans.
- Manages the preparation of plans and reports that document program activity. Prepares and coordinates program plans, project schedules, specialized reports, and proposal documents.
- Organizes and leads the activities of assigned personnel in the development, integration, implementation, and management of assigned projects.
- Participates in budget preparations and may authorize budget expenditures.
- Recommends and develops techniques for estimating parameters for proposals.
- Serves as a liaison between the company and customers for program information. Anticipates and responds to customer needs and maintains an understanding of customer requirements.
- Acts as a lead to lower level employees.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and ten years work related experience or a Master's degree and eight years work related experience in a relevant discipline or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of general professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
 - In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience.
-



JOB DESCRIPTION

PAGE 2 of 2

- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, and short term planning skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
-



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: SENIOR PROGRAM MANAGER

PURPOSE OF THE JOB

Manages relatively complex, multi-million dollar government or commercial programs at or above targeted level of profitability. Develops future opportunities and acquires new business. Increases customer satisfaction through continuous improvement of quality products and services provided to improve company's position in market segment. May have supervisory responsibilities including hiring, firing, and performance management.

MAJOR RESPONSIBILITIES

- Oversees and is accountable for overall performance of defined scope(s) of work as indicated by customer satisfaction, quality of products and/or services provided, level of profitability attained, and other such measures as may be designated;
- Serves as primary customer contact and manages overall company customer interface relationships for defined scope(s) of work to assure responsiveness to customer needs and effective professional conduct.
- Coaches and develops team members. Hires, fires, disciplines, and documents performance.
- Directs and manages internal and external to meet contractual requirements. Reviews work in progress to ensure that specifications, performance schedules, and costs are maintained.
- Represents the company as the primary customer contact on company contracts or programs.
- Provides programmatic direction to organizational elements executing processes required to provide products and services that meet contract quality, performance, schedule, and cost requirements.
- Establishes metrics and monitors progress to assure contract compliance, customer satisfaction, and attainment of company commitments and objectives. Reports progress to appropriate levels of management.
- Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule, or cost.
- Develops new customer contacts and conceptualizes solutions to customer problems that lead to new business for the corporation. Actively identifies additional/expanded tasking with existing customers and defines technical requirements for draft statements of work.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and fifteen years work related experience or a Master's degree and thirteen years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
-

JOB DESCRIPTION

PAGE 2 of 2

- Performing work in this job's occupational field requires the application of complex, technical, professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
- In relation to other jobs in the same function, this job requires an expert level of proficiency to apply broad knowledge and/or management experience in a professional area to handle the most complex tasks where existing methods and procedures may not apply. This job provides consulting assistance to more senior management or other professional.
- The primary or most necessary skills required for this job are leadership skills. Other important skills include communication, analytical and problem solving skills, and short-term and long-term planning skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Moderate travel may be required.
-



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: SENIOR PROJECT MANAGER

PURPOSE OF THE JOB

Responsible for the day-to-day tactical duties for a highly complete program or group of programs. Responsible and accountable for the overall results of multi-functional project teams. May have supervisory responsibilities, including hiring, firing, and performance management.

MAJOR RESPONSIBILITIES

- Responsible for the administrative/operational leadership of a project within the program guidelines set by the Program Manager and customer.
- Serves as primary customer contact for specific efforts to assure responsiveness to customer needs and effective professional conduct.
- Mentors and coaches assigned personnel to enhance performance and encourage professional development; hires, fires, disciplines, and documents performance.
- Monitors project to ensure work scope, schedule, and budget are well defined and maintained.
- Provides the coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received.
- May conduct performance/project analyses during phase-down to benefit future missions and programs.
- Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule, or cost.
- May develop new customer contacts and conceptualize solutions to customer problems that lead to new business for the corporation.
- May actively identify additional/expanded tasking with existing customers and defines technical requirements for draft statements of work.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and eight years of work related experience or a Master's degree and six years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
 - In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.
-



JOB DESCRIPTION

- The primary or most necessary skills required for this job are leadership skills. Other important skills include communication, analytical and problem solving skills, and short-term and long-term planning skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Moderate travel may be required.
-



JOB DESCRIPTION

PAGE 1 of 1

JOB TITLE: SENIOR RADAR TECHNICIAN

PURPOSE OF THE JOB

Working independently or in a lead capacity, applies technical knowledge of electronics and mechanical skills in support of operations and maintenance on a variety of complex radar or ground-based electronics systems and instrumentation at remote locations. Provides specialized technical support on a variety of Range activities.

MAJOR RESPONSIBILITIES

- Install, maintain, repair and operate radar or related electronics transmitting and receiving equipment systems and instrumentation.
- Operate and maintain analog and digital equipment, transmitters, receivers, timing assemblies, data collection equipment, RF or microwave amplifiers and digital transmission lines, high-voltage power supplies and keying circuits and antenna positioning systems.
- Provides technical support to customers on operational or maintenance aspects of system equipment.
- Analyze equipment failures to determine cause and recommend corrective action.
- Develop and maintain documentation on program plans for systems and testing

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a two-year technical/associates degree preferably in electronics and six years work related experience or an equivalent combination of education and experience.
- Working knowledge on radar systems, analog and digital theory; electro-mechanical, computer systems and test equipment.
- Ability to identify and solve systems operational anomalies.
- In relation to other jobs in the same functions, this job requires an advanced level of proficiency to apply significant job related experience.
- Other important skills include manual skills

WORKING CONDITIONS

- Ability to work in a field environment
 - Must be able to move 40 lbs.
 - Occasional climbing of ladders/platforms above fifty feet.
 - This job may require special protective equipment, training, and following safety rules to avoid injury.
-



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: SENIOR SYSTEMS ANALYST

PURPOSE OF THE JOB

Responsible for the various phases of the application system analysis. Provides technical consulting on complex projects. May have quality assurance review and leadership responsibilities.

MAJOR RESPONSIBILITIES

- Analyzes and evaluates major system project requirements of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with the system.
- Reviews user requirements and provides direction in the identification of problem and potential resolution.
- Provides analytical support on the conceptualization, development, and implementation of complex, multiple and inter-linked systems.
- Defines system objectives and prepares system design specifications to meet user requirements and satisfy interface problems.
- Formulates logical statements of user requirements and develops solutions through application of systems and methods utilizing engineering techniques. Reviews alternate approaches and selects appropriate methodology.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and eight years work related experience or a Master's degree and six years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
 - In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.
 - The primary or most necessary skills required for this job are leadership skills. Other important skills include: communication, analytical and problem solving skills, and short-term and long-term planning skills.
-



JOB DESCRIPTION

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WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
- Duties in this job are usually performed while in a seated position with freedom to move about at will.
- This job requires ordinary care and attention to avoid injury.



JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: SENIOR SYSTEMS ENGINEER

PURPOSE OF THE JOB

Independently performs unusually complex engineering tasks for management and/or the customer involving application of advanced engineering principles, theories, and technical concepts that require extensive scientific/engineering knowledge, experience, and ingenuity. Usually performs as a project lead on advanced projects.

MAJOR RESPONSIBILITIES

- Based on broad objectives from management, independently analyzes, evaluates, and integrates solutions to unusually complex technical problems. Encourages optimum design within customer specifications, quality standards, schedule, and funding limitations.
- Performs complex analysis on projects or major phases of significant projects to enhance the technical and economic development of the product and/or service.
- Resolves a variety of technical problems leading to advanced engineering studies designed to increase efficiency or reduce costs.
- Develops and delivers complex technical presentations to senior management and customers. Typically leads major program and/or design reviews and major proposal activities.
- Represents the company as a prime technical customer contact on specialized projects or programs. Interacts with senior management and customer personnel on significant technical matters, advanced technical research studies, and applications.
- Provides functional and technical guidance to engineering staff and management. May act as a technical project lead on advanced specialized projects.
- Develops new customer contacts in related technical areas. Actively identifies expanded/additional tasking with existing customers and defines complex technical requirements for draft statements of work.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree in Engineering or related discipline and fifteen years work related experience, or a Master's degree in Engineering or related discipline and thirteen years work related experience, or a Ph.D. and eleven years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
 - In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply advanced knowledge and experience in a professional area to handle
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JOB DESCRIPTION

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unusually complex tasks. This job may provide consulting assistance to more senior management or other professionals.

- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, leadership and problem solving skills, and short-term and long-term planning skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Moderate to extensive travel may be required in some cases.
-



JOB DESCRIPTION

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JOB TITLE: SENIOR TECHNICAL WRITER

PURPOSE OF THE JOB

Working independently or in a lead capacity, translates business specifications into user documentation. Plans, writes, and maintains systems and user support documentation efforts, including on-line help screens.

MAJOR RESPONSIBILITIES

- Translates, organizes, edits, and produces data for use in a wide variety of complex technical publications requiring in-depth knowledge and understanding of the subject matter and allied fields.
- Maintains technical publications as changes are made to subject matter.
- Recommends overall organization and layout, editorial standards, publication methods and the like.
- Coordinates publication with outside sources and vendors as needed.
- Develops department editing standards and styles.
- May develop organizational structures for content or document management systems and maintain documentation within these systems.
- May interview subject matter experts and write technical, proposal, and/or marketing documentation.
- May build writing teams and manage schedules to track document delivery milestones.
- May provide work leadership for lower level employees.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and seven years of work related experience or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of craft vocational or administrative skills and methods taught in specialized training and/or learned through formal apprenticeships.
- In relation to other jobs in the same function, this position requires an advanced level of proficiency to work on assignments of high difficulty.
- The primary or most necessary skills required for this position are excellent communication, leadership, computer, and craft/vocational skills. Other important skill areas include artistic skills.

WORKING CONDITIONS

- This position is normally performed in a mostly clean and comfortable environment.
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JOB TITLE: SUBJECT MATTER EXPERT I

PURPOSE OF THE JOB

Performs as the expert and technical authority in area of expertise. Serves as consultant to senior management, senior Government officials and/or the corporate customers. Regularly applies extensive and diversified knowledge and experience of highly advanced technologies, scientific principles and theories contributing to the development of new processes, methods and concepts. Provides technical coordination on assigned programs and may assume the lead role in a project or program.

MAJOR RESPONSIBILITIES

- Based on broad objectives from management and/or customers, independently provides guidance and advice related to significant technical problems and operational processes which typically require the development of new or refined algorithms, techniques, equipment, materials, processes, products, systems concepts and/or scientific methods. Encourages optimum design within customer specifications, quality standards, schedule and funding limitations.
- Performs complex evaluation for major programs to enhance the technical and economic development of the product and/or service. Assesses the feasibility and soundness of proposed evaluation tests, products, or equipment.
- Represents the corporation as a recognized Subject Matter Expert (SME) at regional/national/international symposiums and/or conferences. Demonstrates creative ability through problem solving, scientific reports or technical papers and articles.
- Represents the company as a prime technical customer contact on contracts or programs. Consults and advises senior management and/or the customer regarding feasibility of new projects, systems or approaches to meet long term goals.
- Develops and delivers complex technical presentations to senior management and customers. Attends and represents the Company in high level meetings with the customer, vendors and/or subcontractors.
- Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule or cost.
- Develops new customer contacts and conceptualizes solutions to significant customer problems which lead to new business for the corporation. Actively identifies expanded/additional tasking with existing customers and defines highly complex technical requirements for draft statements of work.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and twenty years work related experience or a Master's degree and eighteen years work related experience or a Ph.D. and sixteen years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
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JOB DESCRIPTION

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- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an expert level of proficiency to apply advanced knowledge and/or management experience in a professional area to handle the most complex tasks where existing methods and procedures may not apply. This job provides consulting assistance to senior management, senior Government officials or other professionals.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, leadership and problem solving skills, short term and long term planning skills.
- In relation to other jobs in the same function, this requires a basic level of proficiency to work on assignments of intermediate difficulty and a thorough knowledge of superior's area of responsibility as well as a general knowledge of company policies and procedures.
- The primary or most necessary skills required for this job are craft vocational skills. Other important skills areas include administrative, computer, communication, and primary (reading/basic arithmetic) skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed in a seated position with freedom to move about at will.
 - To avoid injury while performing this job requires ordinary care and attention.
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JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: SUBJECT MATTER EXPERT II

PURPOSE OF THE JOB

Performs as the expert and technical authority in area of expertise. Serves as consultant to senior management, senior Government officials and/or the corporate customers. Regularly applies extensive and diversified knowledge and experience of highly advanced technologies, scientific principles and theories contributing to the development of new processes, methods and concepts. Provides technical coordination on assigned programs and may assume the lead role in a project or program.

MAJOR RESPONSIBILITIES

- Based on broad objectives from management and/or customers, independently provides guidance and advice related to significant technical problems and operational processes which typically require the development of new or refined algorithms, techniques, equipment, materials, processes, products, systems concepts and/or scientific methods. Encourages optimum design within customer specifications, quality standards, schedule and funding limitations.
- Performs complex evaluation for major programs to enhance the technical and economic development of the product and/or service. Assesses the feasibility and soundness of proposed evaluation tests, products, or equipment.
- Represents the corporation as a recognized Subject Matter Expert (SME) at regional/national/international symposiums and/or conferences. Demonstrates creative ability through problem solving, scientific reports or technical papers and articles.
- Represents the company as a prime technical customer contact on contracts or programs. Consults and advises senior management and/or the customer regarding feasibility of new projects, systems or approaches to meet long term goals.
- Develops and delivers complex technical presentations to senior management and customers. Attends and represents the Company in high level meetings with the customer, vendors and/or subcontractors.
- Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule or cost.
- Develops new customer contacts and conceptualizes solutions to significant customer problems which lead to new business for the corporation. Actively identifies expanded/additional tasking with existing customers and defines highly complex technical requirements for draft statements of work.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and twenty-two years work related experience or a Master's degree and twenty years work related experience or a Ph.D. and eighteen years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
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JOB DESCRIPTION

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- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an expert level of proficiency to apply advanced knowledge and/or management experience in a professional area to handle the most complex tasks where existing methods and procedures may not apply. This job provides consulting assistance to senior management, senior Government officials or other professionals.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, leadership and problem solving skills, short term and long term planning skills.
- In relation to other jobs in the same function, this requires a basic level of proficiency to work on assignments of intermediate difficulty and a thorough knowledge of superior's area of responsibility as well as a general knowledge of company policies and procedures.
- The primary or most necessary skills required for this job are craft vocational skills. Other important skills areas include administrative, computer, communication, and primary (reading/basic arithmetic) skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed in a seated position with freedom to move about at will.
 - To avoid injury while performing this job requires ordinary care and attention.
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JOB DESCRIPTION

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JOB TITLE: SUBJECT MATTER EXPERT III

PURPOSE OF THE JOB

Performs as the expert and technical authority in area of expertise. Serves as consultant to senior management, senior Government officials and/or the corporate customers. Regularly applies extensive and diversified knowledge and experience of highly advanced technologies, scientific principles and theories contributing to the development of new processes, methods and concepts. Provides technical coordination on assigned programs and may assume the lead role in a project or program.

MAJOR RESPONSIBILITIES

- Based on broad objectives from management and/or customers, independently provides guidance and advice related to significant technical problems and operational processes which typically require the development of new or refined algorithms, techniques, equipment, materials, processes, products, systems concepts and/or scientific methods. Encourages optimum design within customer specifications, quality standards, schedule and funding limitations.
- Performs complex evaluation for major programs to enhance the technical and economic development of the product and/or service. Assesses the feasibility and soundness of proposed evaluation tests, products, or equipment.
- Represents the corporation as a recognized Subject Matter Expert (SME) at regional/national/international symposiums and/or conferences. Demonstrates creative ability through problem solving, scientific reports or technical papers and articles.
- Represents the company as a prime technical customer contact on contracts or programs. Consults and advises senior management and/or the customer regarding feasibility of new projects, systems or approaches to meet long term goals.
- Develops and delivers complex technical presentations to senior management and customers. Attends and represents the Company in high level meetings with the customer, vendors and/or subcontractors.
- Provides functional and technical guidance to engineering staff and management. May perform as a project lead on advanced specialized projects or in resolution of technical problems that would critically impact performance, schedule or cost.
- Develops new customer contacts and conceptualizes solutions to significant customer problems which lead to new business for the corporation. Actively identifies expanded/additional tasking with existing customers and defines highly complex technical requirements for draft statements of work.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and twenty-five years work related experience or a Master's degree and twenty-three years work related experience or a Ph.D. and twenty-one years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
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JOB DESCRIPTION

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- Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices and methods.
- In relation to other jobs in the same function, this job requires an expert level of proficiency to apply advanced knowledge and/or management experience in a professional area to handle the most complex tasks where existing methods and procedures may not apply. This job provides consulting assistance to senior management, senior Government officials or other professionals.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, leadership and problem solving skills, short term and long term planning skills.
- In relation to other jobs in the same function, this requires a basic level of proficiency to work on assignments of intermediate difficulty and a thorough knowledge of superior's area of responsibility as well as a general knowledge of company policies and procedures.
- The primary or most necessary skills required for this job are craft vocational skills. Other important skills areas include administrative, computer, communication, and primary (reading/basic arithmetic) skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed in a seated position with freedom to move about at will.
 - To avoid injury while performing this job requires ordinary care and attention.
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JOB DESCRIPTION

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JOB TITLE: SYSTEMS ANALYST I

PURPOSE OF THE JOB

Under direct supervision, assists in research and fact-finding to develop or modify information systems.

MAJOR RESPONSIBILITIES

- Assists in performing routine analysis and system design.
- Gathers information from users for analysis of problem areas and prepares elementary feasibility studies.
- Assists in preparation of systems specifications.
- Prepares basic functional process charts describing existing and proposed operational and routine logic flow charts of basic systems.
- May prepare detailed record layouts from specifications provided by others.
- May conduct elementary form design and layout activities.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical and professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
- In relation to other jobs in the same function, this job requires a fundamental level of proficiency to do entry level work.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include verbal and written communication skills and computer skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Limited travel may be required (moderate in some cases).
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JOB DESCRIPTION

PAGE 1 of 2

JOB TITLE: SYSTEMS ANALYST II

PURPOSE OF THE JOB

Under general supervision, formulates and defines system scope and objectives based on user needs.

MAJOR RESPONSIBILITIES

- Performs analysis and systems design for a variety of applications.
- Analyzes procedures and systems to refine their formulation and converts them to programmable formats.
- Gathers information from users for analysis of problem areas.
- Participates in (or may plan and conduct) preliminary studies of potential data processing applications.
- Prepares design proposals to reflect cost, time, and alternative actions to satisfy existing and future needs.
- Develops detailed system specifications for conversion to programming language by staff programmers.
- Recommends conversion and system implementation plans including user training and orientation.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and two years work related experience or a Master's degree in a relevant technical discipline or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of complex, technical professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
 - In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.
 - The primary or most necessary skills required for this job are leadership skills. Other important skills include communication, analytical and problem solving skills, and short-term and long-term planning skills.
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JOB DESCRIPTION

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WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
- Duties in this job are usually performed while in a seated position with freedom to move about at will.
- This job requires ordinary care and attention to avoid injury.



JOB DESCRIPTION

PAGE 1 of 1

JOB TITLE: SYSTEMS ANALYST III

PURPOSE OF THE JOB

Under limited supervision, formulates and defines system scope and objectives based on user needs.

MAJOR RESPONSIBILITIES

- Analyzes and evaluates user requirements with the user to define the problem, data availability, report requirements, and system design problems.
- Defines system objectives and prepares system design specifications to meet user requirements and satisfy interface problems.
- Analyzes alternate means of deriving input data to select the most accurate, feasible, and economical methods.
- Defines input and output file specifications including file organization.
- Defines controls, conversion procedures, and system implementation plans including user training and orientation.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and five years work related experience or a Master's degree and three years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical and professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.
- The primary or most necessary skills required for this job are leadership skills. Other important skills include communication, analytical and problem solving skills, and short-term and long-term planning skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
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JOB DESCRIPTION

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JOB TITLE: SYSTEMS ANALYST IV

PURPOSE OF THE JOB

Responsible for high level formulation and definition of systems to meet company needs.

MAJOR RESPONSIBILITIES

- May perform configuration management of servers & endpoints across the enterprise to enable consistent configurations, security compliance, and recovery.
- May supervise team to provide end user services.
- Analyzes and evaluates requirements to define the problem, data availability, report requirements, and system design problems.
- Defines system objectives and prepares system design specifications to meet user requirements and satisfy interface problems.
- Defines controls, conversion procedures, and system implementation plans including user training and orientation.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and eight years of work related experience or a Master's degree and six years of work related experience in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical and professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
- In relation to other jobs in the same function, this job requires an advanced level of proficiency to apply broad knowledge and experience. This job may provide direction/leadership to others as a lead or technical specialist.
- The primary or most necessary skills required for this job are leadership skills. Other important skills include communication, analytical and problem solving skills, and short-term and long-term planning skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
-



JOB DESCRIPTION

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JOB TITLE: SYSTEMS ENGINEER I

PURPOSE OF THE JOB

Under direct supervision, performs simple to moderate engineering tasks for the customer involving the application of basic engineering principles, theories, and technical concepts that require basic scientific/engineering knowledge.

MAJOR RESPONSIBILITIES

- Analyzes existing systems and defines, designs, and develops new system requirements.
- Determines system specifications, input/output processes, and working parameters for hardware/software compatibility.
- Coordinates design of subsystems and integration of total system.
- Identifies, analyzes, and resolves program support deficiencies.
- May assist in delivering presentations to management and/or the customer.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree in Engineering or related discipline, or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical, and professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
- In relation to other jobs in the same function, this job requires a beginning level of proficiency to work on assignments of standard difficulty.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include verbal and written communication skills as well as computer skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Moderate travel may be required (extended in some cases).
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JOB DESCRIPTION

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JOB TITLE: SYSTEMS ENGINEER II

PURPOSE OF THE JOB

Under general supervision, performs complex engineering tasks for the customer involving the application of basic engineering principles, theories, and technical concepts that require basic scientific/engineering knowledge.

MAJOR RESPONSIBILITIES

- Analyzes existing systems and defines, designs, and develops new system requirements.
- Determines system specifications, input/output processes, and working parameters for hardware/software compatibility.
- Coordinates design of subsystems and integration of total system.
- Identifies, analyzes, and resolves program support deficiencies.
- May assist in delivering presentations to management and/or the customer.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree in Engineering or related discipline and two years work related experience, or a Master's degree in Engineering or related discipline, or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of complex, technical, and professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
- In relation to other jobs in the same function, this job requires an intermediate level of proficiency to work on assignments of standard difficulty.
- The primary or most necessary skills required for this job are analytical skills. Other important skills include verbal and written communication skills as well as computer skills.

WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Moderate travel may be required (extended in some cases).
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JOB DESCRIPTION

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JOB TITLE: SYSTEMS ENGINEER III

PURPOSE OF THE JOB

Under minimal supervision, performs complex engineering tasks for the customer involving application of basic engineering principles, theories, and technical concepts that require basic scientific/engineering knowledge.

MAJOR RESPONSIBILITIES

- Defines, designs, and develops system requirements.
- Assesses architecture and current hardware limitations.
- Defines and designs complex system specifications, input/output processes, and working parameters for hardware/software compatibility.
- Coordinates design of subsystems and integration of total system.
- Analyzes and resolves difficult and complicated program support deficiencies.
- Conducts independent technical investigations of system design.
- Coordinates and consolidates design efforts on major projects.
- May assist in delivering presentations to management and/or the customer.
- Provides functional and technical guidance to less experienced engineers in all aspects of engineering projects. Organizes and leads assigned sections of major program reviews, design reviews, and proposals.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree in Engineering or related discipline and five years work related experience, or a Master's degree in Engineering or related discipline and three years work related experience, or an equivalent combination of education and experience.
 - Performing work in this job's occupational field requires the application of complex, technical, and professional disciplines requiring a four-year degree or equivalent and the extensive, applied use of related concepts, practices, and methods.
 - In relation to other jobs in the same function, this job requires a senior level of proficiency to apply significant job related experience. This job may assist others as a lead practitioner.
 - The primary or most necessary skills required for this job are analytical skills. Other important skills include communication, computer, leadership and problem solving skills.
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JOB DESCRIPTION

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WORKING CONDITIONS

- This job is normally performed in a mostly clean and comfortable environment.
 - Duties in this job are usually performed while in a seated position with freedom to move about at will.
 - This job requires ordinary care and attention to avoid injury.
 - Extensive travel may be required on occasion.
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JOB DESCRIPTION

PAGE 1 of 1

JOB TITLE: TECHNICAL WRITER I

PURPOSE OF THE JOB

Under supervision and following established procedures and formats, researches, writes, edits, and proofreads technical data for use in routine documents or sections of documents such as manuals, procedures, and specifications. Ensures documents meet editorial and government specifications and adhere to standards for quality, graphics, coverage, format, and style.

MAJOR RESPONSIBILITIES

- Researches, writes, edits, and proofreads technical data for use in documents or sections of documents such as manuals, procedures, and specifications.
- Ensures technical documentation is accurate, complete, meets editorial and government specifications, and adheres to standards for quality, graphics, coverage, format, and style.
- Assists in establishing style guidelines and standards for texts and illustrations.
- May maintain documentation in content or document management systems.
- May provide input to schedules to track document delivery milestones.
- May edit proposal and/or marketing documentation.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of craft, vocational or administrative skills, and methods taught in specialized training and/or learned through formal apprenticeships.
- In relation to other jobs in the same function, this position requires an intermediate level of proficiency to work on assignments of standard difficulty.
- The primary or most necessary skills required for this position are craft/vocational skills.
- Other important skill areas include artistic skills and manual skills.

WORKING CONDITIONS

- This position is normally performed in a mostly clean and comfortable environment.
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JOB DESCRIPTION

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JOB TITLE: TECHNICAL WRITER II

PURPOSE OF THE JOB

Under general supervision, follows established procedures and formats, researches, writes, edits, and proofreads technical data for use in routine documents or sections of documents such as manuals, procedures, and specifications. Ensures documents meet editorial and government specifications and adhere to standards for quality, graphics, coverage, format, and style.

MAJOR RESPONSIBILITIES

- Researches, writes, edits, and proofreads technical data for use in documents or sections of documents such as manuals, procedures, and specifications.
- Ensures technical documentation is accurate, complete, meets editorial and government specifications, and adheres to standards for quality, graphics, coverage, format, and style.
- Assists in establishing style guidelines and standards for texts and illustrations and suggests revisions to the guidelines and standards.
- May also be responsible for maintaining the style guide.
- May maintain documentation in content or document management systems.
- May provide input to or update schedules to track document delivery milestones.
- May write, edit, or review proposals and/or marketing materials.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and three years of work related experience or a Master's degree and one year work related experience in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of craft, vocational or administrative skills, and methods taught in specialized training and/or learned through formal apprenticeships.
- In relation to other jobs in the same function, this position requires an intermediate level of proficiency to work on assignments of standard difficulty.
- The primary or most necessary skills required for this position are craft/vocational skills.
- Other important skill areas include artistic skills and manual skills.

WORKING CONDITIONS

- This position is normally performed in a mostly clean and comfortable environment.
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JOB DESCRIPTION

PAGE 1 of 1

JOB TITLE: TECHNICAL WRITER III

PURPOSE OF THE JOB

Under minimal supervision, performs technical writing duties for a variety of programs.

MAJOR RESPONSIBILITIES

- Researches, writes, edits, and proofreads technical data for use in documents or sections of documents such as manuals, procedures, and specifications.
- Ensures technical documentation is accurate, complete, meets editorial and government specifications, and adheres to standards for quality, graphics, coverage, format, and style.
- May participate in the establishment of style guidelines and standards for texts and illustrations.
- May provide input to organizational structures for content or document management systems and maintain documentation within these systems.
- May write, edit, or review proposal and/or marketing documentation.
- May manage schedules to track document delivery milestones.
- May provide work leadership for lower level employees.

WORKING KNOWLEDGE, SKILLS, AND ABILITIES

- This job requires a minimum of a Bachelor's degree and five years of work related experience or a Master's degree and three years work related experience in a relevant technical discipline or an equivalent combination of education and experience.
- Performing work in this job's occupational field requires the application of craft, vocational or administrative skills, and methods taught in specialized training and/or learned through formal apprenticeships.
- In relation to other jobs in the same function, this position requires an intermediate level of proficiency to work on assignments of standard difficulty.
- The primary or most necessary skills required for this position are craft/vocational skills. Other important skill areas include artistic skills and manual skills.

WORKING CONDITIONS

- This position is normally performed in a mostly clean and comfortable environment.
-