

General Services Administration (GSA)

Federal Supply Service
Authorized Federal Supply Schedule Price List

Professional Services Schedule
Contract No. GS-10F-0325K



Submitted by:
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SUMMARY INFORMATION**CONTRACT INFORMATION**

Schedule for:	Professional Services Schedule
Federal Supply Schedule Industrial Group:	00CORP
Industrial Class:	8742
Schedule Title:	874-1 & 874-1RC : Integrated Consulting Services 874-7 & 874-7RC : Integrated Business Program Support Services
Contract Number:	GS-10F-0325K
Modifications:	Mod A492, Schedule PSS Refresh 24
Data Universal Numbering System (DUNS) Number:	956123053
Contract Period:	August 1, 2015 – July 31, 2020
Contractor:	Job Performance Systems, Inc. 1240 North Pitt Street, Suite 200 Alexandria, VA 22314
Contract Administrator:	Douglas Rosenthal
Email Address:	info@jps-usa.com
Telephone Number:	(703) 799-3652
Fax Number:	(703) 683-6255
Website:	www.jps-usa.com
Business Size:	Small

ORDERING INFORMATION

Table of awarded special items number(s):	874-1 & 874-1RC : Integrated Consulting Services 874-7 & 874-7RC : Integrated Business Program Support Services
Pricing:	Please refer to the Labor Categories and Rates section
Maximum Order¹:	\$1,000,000.00
Minimum Order:	\$100.00
Geographic Coverage (Delivery Area):	Worldwide (Domestic and Overseas)
Point(s) of Production:	Alexandria, VA
Discount from List Prices or Statement of Net Price:	Net
Quantity Discounts:	None
Prompt Payment Terms:	Net 30 days
Government Commercial Credit Card Accepted:	Yes
Discount for Payment by Government Commercial Credit Card:	No
Foreign Items:	None
Time of Delivery:	As specified by ordering agency on task order
FOB Point(s):	As specified by ordering agency on task order

¹ This threshold does not limit task order values. It is the threshold where agencies are directed by federal acquisition regulations (I-FSS-125 and FAR 8.405-1(d)) to pursue additional volume discounts.

ORDERING INFORMATION

Ordering Address: Job Performance Systems, Inc.
1240 North Pitt Street, Suite 200
Alexandria, VA 22314
Attn.: Douglas Rosenthal

Payment Address: Job Performance Systems, Inc.
1240 North Pitt Street, Suite 200
Alexandria, VA 22314
Attn.: Douglas Rosenthal

Warranty Provisions: N/A

Export Packaging Charges: N/A

**Terms and Conditions of Government
Purchase Cad Acceptance (Any thresholds
above the Micro-purchase level):** No

COMPANY PROFILE

Since its founding in 1997, Job Performance Systems (JPS) (www.JPS-USA.com) has partnered with more than 40 federal agencies and Fortune 50 companies to align and improve their human capital and training systems. Having performed on projects ranging in value from \$20,000 to \$7.1 million, JPS is composed of highly experienced and talented Ph.D.-level behavioral scientists, project managers, HR professionals, management analysts, instructional designers, graphic artists, and trainers. Many JPS staff members have had distinguished careers as executives and managers in federal government HR and other offices. JPS applies the latest in organizational science and knowledge of federal regulations to all solutions.

JPS takes great pride in its ability to accurately evaluate client needs; form effective client partnerships; and tailor unique, state-of-the-art solutions with measurable results. Throughout every organizational development effort, JPS endeavors to develop communications for and engage staff in the process so that they have ownership in the results, the action planning, and the successful implementation of the project work.

JPS core values include an unswerving dedication to quality work and exemplary client service with the ultimate goal that every project is to have a real, measurable, and meaningful impact on organizational efficiency and effectiveness. JPS works very hard to maintain its reputation of being professional, innovative, and responsive to client needs even as they evolve over the course of an engagement. JPS is truly customer service driven company.

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODES

JPS retains the following NAICS codes for human capital and training consulting services.

- 541611—Administrative Management and General Management Consulting Services
- 541612—Human Resources and Executive Search Consulting Services
- 541690—Other Scientific and Technical Consulting Services
- 611430—Professional and Management Development Training

CONTRACTS

JPS is a pre-qualified vendor to receive contract awards through both GSA Professional Services Schedule and GSA/OPM HCaTS SB. The details are provided below:

GSA PROFESSIONAL SERVICES SCHEDULE	
Federal Supply Schedule Industrial Group 00CORP Industrial Class 8742	
Contract Number:	GS-10F-0325K
Contract Period:	August 1, 2015 - July 31, 2020
Contract Administrator:	Doug Rosenthal Telephone: (703) 799-3652 Fax: (703) 683-6255 Email: drosenthal@jps-usa.com
Website:	www.jps-usa.com
Business Size:	Small

GSA/OPM HCaTS SB	
POOL 2	
Contract Number:	GS02Q16DCR0094
Contract Period:	5/13/2016 – 5/12/2021 Plus the potential for award of additional five year option
Contract Administrator:	Doug Rosenthal Telephone: (703) 799-3652 Fax: (703) 683-6255 Email: drosenthal@jps-usa.com
Website:	www.jps-usa.com
Business Size:	Small

SERVICES

For nearly 20 years, the Government Contracts Group (GCG) at JPS has been providing high quality customized training and human capital solutions for our federal clients. In just the last five years, we have provided training and human capital solutions to over a dozen federal departments and agencies under contracts ranging in size from \$30,000 to a multi-year \$7.1 million project.

Human Capital Solutions

JPS is dedicated to providing human capital solutions that are grounded in scientific research and applied to the unique needs of each client to enhance efficiency, effectiveness, and meet mission critical goals.

Organizational Design & Restructuring

JPS redesigns organizational structure and develops standard operating procedures, policies, service level agreements, and business processes to enhance workforce productivity. This work includes analyzing functional requirements and resources as well as recommendations decisions related to centralizing/decentralizing functions.

Organizational Development

JPS supports organizations to effectively implement organizational change initiatives through a variety of methods such as organizational change strategies, communications, leadership development, and teambuilding.

Program Evaluation

JPS conducts evaluations of existing programs and recommends strategies to improve their efficiency and effectiveness. This work has included evaluating existing and developing new programs.

Performance Management

JPS designs and develops performance management systems that are aligned with and cascade from the mission. This work has included creating policies, sample forms, model performance plans, and employee briefings. JPS also has developed behaviorally anchored rating scales.

Personnel Selection, Assessment, & Promotion

JPS designs, develops, and implements processes and tools to better assess, hire, and promote employees. This work has included implementing an automated system for hiring and entry on duty, development of computer-based simulations used to assess skills and abilities, and performing validation studies.

Competency Modeling & Job/Occupational Analysis

JPS designs and develops competency models that support agency mission, values, and goals. This work includes conducting job analyses and developing competency models and related proficiency levels, and conducting competency assessments.

Strategic & Workforce Planning

JPS partners with organizations to develop and support implementation of strategic and workforce plans that align the mission, the needs and priorities of the organization and workforce, and continually evolving environmental factors.

Training Products and Services

JPPS provides training products and services that impart measurable improvements. Following the ADDIE model, JPS has developed over 300 customized training solutions that include hundreds of hours of interactive SCORM conformant and Section 508 compliant training courseware.

Training Needs Assessments

JPS helps private and public sector clients conduct training needs assessments. Data collection techniques include reviewing existing materials; conducting interviews, job task analyses, and focus groups; and administering web-based surveys.

Blended Learning

The goal of a blended learning solution is to integrate the best aspects of instructor-led presentations, e-learning, computer-based job aids, search tools, and simulations. Our instructional designers are proficient in analyzing course objectives and breaking them down into appropriate learning objects.

Customized E-Learning

JPS has designed a variety of innovative e-learning courses that are targeted to the specific audience. This customization involves working very closely with subject matter experts to decide the best approach to meet the specific learning needs and then creating interfaces and interactivity to support the learning objectives.

Instructor-Led Training

JPS uses a highly interactive and customized approach to Instructor-led Training (ILT). Our learning strategies include case studies, exercises, and role play that provide a learn-by-doing environment.

Interactive Simulations

JPS creates high-quality, cost-effective technologies to enhance the value of training. One innovation is the use of high fidelity job simulations for use in employee hiring, training, and certification.

Training Evaluation

JPS applies principles of adult instruction, the latest findings from the discipline of educational psychology, and best practices to guide agencies in evaluating their training efficiency and effectiveness. JPS evaluates courses, training departments, and the entire employee development and training system.

CLIENTS

JPS serves federal departments and agencies as well as Fortune 50 companies.

Federal Clients

Federal Agency	Project and Project Deliverables
U.S. Navy	<ul style="list-style-type: none"> Conducted future oriented job analysis and identified knowledge, skills, abilities and other characteristics (KASOs) for employee section tests, and developed prototype detailing application (SBIR award) Analyzed enlistment pipeline Developed web based training for the Delayed Entry Program (DEP)
U.S. Army	<ul style="list-style-type: none"> Developed a prototype job simulation for evaluation of Patriot Missile Launch Operators Developed strategy to assess jobs skills across all Army MOS (SBIR award) Designed innovative ways to help Soldiers become interculturally competent (SBIR award)
DOC	<ul style="list-style-type: none"> Designed and developed a training organization Designed and developed a complete curriculum
FCC	<ul style="list-style-type: none"> Designed a new violence prevention program Reviewed performance management processes Conducted employee security and information protection audits
DOT	<ul style="list-style-type: none"> Analyzed natural gas pipeline controller jobs and recommended screening based upon measures of cognitive ability Conducted training needs analysis of Federal and State Pipeline Inspectors
DOL	<ul style="list-style-type: none"> Conducted strategic workforce analysis and diversity planning Analyzed annual employee survey data Assisted local agencies in the use of grants to develop effective programs to help gain employment for military veterans Evaluated local agency's success in placing veterans in jobs Conducted workplace climate survey Identified low-wage workers and ways to communicate basic employment rights Evaluated, designed, and developed an organizational structure for a DOL agency Conducted executive coaching
FLRA	<ul style="list-style-type: none"> Designed and developed multi-tiered performance appraisal systems (GS, SES, SC) Conducted employee classification study
EEOC	<ul style="list-style-type: none"> Conducted program evaluation of a national call center including its impact on EEOC manpower needs, operations, and customer service
CNCS	<ul style="list-style-type: none"> Evaluated CNCS's use of its alternative personnel system, diversity program, and differences in perceptions held by minorities compared to non-minorities Conducted organizational restructuring project for the OIG
DOS	<ul style="list-style-type: none"> Developed training and technical support for terrorist prevention and export control Developed and delivered software tools designed to enable export control officials to better evaluate and track export transactions
FAA	<ul style="list-style-type: none"> Developed and reviewed results-based performance appraisal process Evaluated a pay-for-performance pilot Developed courses to train flight inspectors
USDA	<ul style="list-style-type: none"> Developed competency models Performed classification and staffing duties Conducted benchmark study of HR centralization

Federal Agency	Project and Project Deliverables
	<ul style="list-style-type: none"> Evaluated organizational design and made recommendations to improve effectiveness
DOJ	<ul style="list-style-type: none"> Implemented automated system for employee hiring and entry on duty
DLA	<ul style="list-style-type: none"> Analyzed impact of National Security Personnel System (NSPS) on EEO groups
VA	<ul style="list-style-type: none"> Conducted competency assessments and developed individual development plans (IDPs) Conducted business process re-engineering (BPR) Developed service level agreement (SLA) Developed workload tracking tool Conducted best practices research for the employee on-boarding program Developed communications and implemented change management plans
DHS	<ul style="list-style-type: none"> Conducted executive coaching Developed and led leadership training and teambuilding activities Conducted strategic planning sessions Evaluated programs and business processes designed to promote voluntary compliance by importers with U.S. import duties and tariffs
DOE	<ul style="list-style-type: none"> Developed competency models Developed a diversity plan Developed a succession plan
USCIS	<ul style="list-style-type: none"> Conducted leadership development Conducted executive coaching
FEC	<ul style="list-style-type: none"> Analyzed root causes of low morale

Private Sector Clients

Industry	Companies
Chemical	<ul style="list-style-type: none"> Archer Daniels Midland (ADM) Americas Styrenics Ascend Performance Materials Aughinish Alumina Bayer Chevron Phillips ExxonMobil Goodyear INEOS Kennecott Utah Copper Keyera LyondellBasell OMNOVA Solutions OXEA Petrochemical Conversion Company Qatar Chemical Ras Laffan Olefins Company Limited Saudi Chevron Chemical
Oil and Gas	<ul style="list-style-type: none"> Angola LNG CABGOC Chevron Freeport LNG Plains Midstream Canada Origin Spectra Energy Tengizchevroil Unocal Vermilion Energy
Pipeline	<ul style="list-style-type: none"> Buckeye Partners, L.P. Caspian Pipeline Consortium Centurion Pipeline L.P. Chevron CHS Colonial Pipeline Company Crimson Pipeline Enbridge Koch Magellan Midstream Partners, L.P. Marathon Monroe Energy Phillips 66 Plains All American Pipeline, L.P. Regency Energy Partners Shell

Industry	Companies	
	<ul style="list-style-type: none"> • Enterprise Products • Explorer Pipeline • Holly Energy Partners • Kinder Morgan 	<ul style="list-style-type: none"> • Sunoco • Talen Energy • Wolverine Pipe Line Company
Refining	<ul style="list-style-type: none"> • BAPCO • BP • Caltex • Chevron • CHS • Ergon • Galp Energia • Hunt Refining Company • Monroe Energy • NCRA 	<ul style="list-style-type: none"> • NuStar • PetroCanada • Philadelphia Energy Solutions • Sinclair • SRC • Staatsolie • Sumitomo • Tesoro • Valero
Utility	<ul style="list-style-type: none"> • AGL Resources • Dominion • El Paso Electric • NorthWestern Energy 	<ul style="list-style-type: none"> • PG&E • SDG&E • Talen Energy

LABOR CATEGORIES AND RATES

SINS 874 – 1 & 874 – 1RC INTEGRATED CONSULTING SERVICES

SINS 874 – 1 & 874 – 1RC Integrated Consulting Services	
Period: 8/1/2015 - 7/31/2016	
Labor Category Offered	Hourly Rate
Chief Scientist	\$253.14
Senior Executive Consultant	\$168.49
Senior Consultant	\$137.84
Project Manager	\$128.00
Senior Technical Specialist/Engineer	\$108.86
Senior Instructional Technologist	\$105.95
Systems Analyst	\$103.54
Consultant	\$100.38
Technical Specialist/Engineer	\$95.59
Senior Computer Programmer	\$87.61
Instructional Technologist	\$79.63
Graphic Artist	\$55.75
Administrative Assistant	\$44.74

SINS 874 – 1 & 874 – 1RC Integrated Consulting Services	
Period: 8/1/2016 - 7/31/2017	
Labor Category Offered	Hourly Rate
Chief Scientist	\$258.46
Senior Executive Consultant	\$172.03
Senior Consultant	\$140.74
Project Manager	\$130.68
Senior Technical Specialist/Engineer	\$111.14
Senior Instructional Technologist	\$108.17
Systems Analyst	\$105.72
Consultant	\$102.49
Technical Specialist/Engineer	\$97.60
Senior Computer Programmer	\$89.45
Instructional Technologist	\$81.31
Graphic Artist	\$56.92

SINS 874 – 1 & 874 – 1RC Integrated Consulting Services	
Period: 8/1/2016 - 7/31/2017	
Labor Category Offered	Hourly Rate
Administrative Assistant	\$45.68

SINS 874 – 1 & 874 – 1RC Integrated Consulting Services	
Period: 8/1/2017 - 7/31/2018	
Labor Category Offered	Hourly Rate
Chief Scientist	\$263.88
Senior Executive Consultant	\$175.64
Senior Consultant	\$143.69
Project Manager	\$133.43
Senior Technical Specialist/Engineer	\$113.48
Senior Instructional Technologist	\$110.44
Systems Analyst	\$107.94
Consultant	\$104.64
Technical Specialist/Engineer	\$99.65
Senior Computer Programmer	\$91.33
Instructional Technologist	\$83.01
Graphic Artist	\$58.11
Administrative Assistant	\$46.64

SINS 874 – 1 & 874 – 1RC Integrated Consulting Services	
Period: 8/1/2018 - 7/31/2019	
Labor Category Offered	Hourly Rate
Chief Scientist	\$269.43
Senior Executive Consultant	\$179.33
Senior Consultant	\$146.71
Project Manager	\$136.23
Senior Technical Specialist/Engineer	\$115.86
Senior Instructional Technologist	\$112.76
Systems Analyst	\$110.20
Consultant	\$106.84

SINS 874 – 1 & 874 – 1RC Integrated Consulting Services	
Period: 8/1/2018 - 7/31/2019	
Labor Category Offered	Hourly Rate
Technical Specialist/Engineer	\$101.74
Senior Computer Programmer	\$93.25
Instructional Technologist	\$84.76
Graphic Artist	\$59.33
Administrative Assistant	\$47.62

SINS 874 – 1 & 874 – 1RC Integrated Consulting Services	
Period: 8/1/2019 - 7/31/2020	
Labor Category Offered	Hourly Rate
Chief Scientist	\$275.08
Senior Executive Consultant	\$183.09
Senior Consultant	\$149.79
Project Manager	\$139.09
Senior Technical Specialist/Engineer	\$118.29
Senior Instructional Technologist	\$115.13
Systems Analyst	\$112.52
Consultant	\$109.08
Technical Specialist/Engineer	\$103.88
Senior Computer Programmer	\$95.21
Instructional Technologist	\$86.54
Graphic Artist	\$60.58
Administrative Assistant	\$48.62

SINS 874 – 7 & 874 – 7RC INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES

SINS 874 – 7 & 874 – 7RC Integrated Business Program Support Services	
Period 8/1/2015 - 7/31/2016	
Labor Category Offered	Hourly Rate
Chief Scientist	\$253.14
Senior Executive Consultant	\$168.49
Senior Consultant	\$137.84
Project Manager	\$128.00
Systems Analyst	\$103.54
Consultant	\$100.38
Graphic Artist	\$55.75
Administrative Assistant	\$44.74

SINS 874 – 7 & 874 – 7RC Integrated Business Program Support Services	
Period 8/1/2016 - 7/31/2017	
Labor Category Offered	Hourly Rate
Chief Scientist	\$258.46
Senior Executive Consultant	\$172.03
Senior Consultant	\$140.74
Project Manager	\$130.68
Systems Analyst	\$105.72
Consultant	\$102.49
Graphic Artist	\$56.92
Administrative Assistant	\$45.68

SINS 874 – 7 & 874 – 7RC Integrated Business Program Support Services	
Period 8/1/2017 - 7/31/2018	
Labor Category Offered	Hourly Rate
Chief Scientist	\$263.88
Senior Executive Consultant	\$175.64
Senior Consultant	\$143.69
Project Manager	\$133.43
Systems Analyst	\$107.94
Consultant	\$104.64
Graphic Artist	\$58.11
Administrative Assistant	\$46.64

SINS 874 – 7 & 874 – 7RC Integrated Business Program Support Services	
Period 8/1/2018 - 7/31/2019	
Labor Category Offered	Hourly Rate
Chief Scientist	\$269.43
Senior Executive Consultant	\$179.33
Senior Consultant	\$146.71
Project Manager	\$136.23
Systems Analyst	\$110.20
Consultant	\$106.84
Graphic Artist	\$59.33
Administrative Assistant	\$47.62

SINS 874 – 7 & 874 – 7RC Integrated Business Program Support Services Period 8/1/2019 - 7/31/2020	
Labor Category Offered	Hourly Rate
Chief Scientist	\$275.08
Senior Executive Consultant	\$183.09
Senior Consultant	\$149.79
Project Manager	\$139.09
Systems Analyst	\$112.52
Consultant	\$109.08
Graphic Artist	\$60.58
Administrative Assistant	\$48.62

SERVICE CONTRACT ACT (SCA)

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

SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Graphic Artist	15080 – Graphic Artist	2005-2103
Administrative Assistant	01020 – Administrative Assistant	2005-2103

LABOR CATEGORY DESCRIPTIONS

Certain labor categories are offered in multiple SINs. When this situation occurs, the position descriptions are presented only one time with an indication for which SINs the position is available.

Labor Category:

Chief Scientist

SINs offered:

1 and 7

Duties. Applies latest scientific theory and practice to design and implement data-driven studies to document the efficiency and effectiveness of client's training and human capital systems. Employs traditional and innovative techniques to collect a broad range of qualitative and quantitative data. Applies traditional and advanced statistics to analyze data. Manages large scale projects requiring contributions from many disciplines. Capable of functioning as the lead technical expert within the company's program management office (PMO). Serves as expert to the company and to other clients to help ensure training and human capital products and services remain consistent with latest legal rulings and government requirements. Lead technical expert in the design, development, and testing of new cutting-edge products and services. Presents scientific papers and presentations at private and Government sponsored conferences and other events.

Minimum/General Experience. A minimum of 20 years of proven experience designing and implementing advanced training and human capital solutions. Managed or served as lead technical expert in efforts that require the integration of multiple contributors (employees, consultants, subcontractors) and multiple scientific disciplines. History of devising innovative and cost-effective solutions to complex client challenges.

Minimum Education. Requires a Ph.D. in Psychology, Economics, Statistics, Computer Science, or related scientific discipline. However, this requirement can be met with a Masters Degree if person possesses an extensive history of relevant practical and scientific contributions to their specialty.

Labor Category: Senior Executive Consultant
SINs offered: 1 and 7

Duties. Analyzes user needs to determine functional and cross-functional requirements. Performs functional analyses of business processes and problems. Identifies resources required for each task. Provides daily supervision and direction to support staff. Possesses requisite knowledge and expertise such that the Government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communications skills.

Minimum/General Experience. This position requires a minimum of 12 years of experience as an expert in a business field, of which at least 6 years must be specialized. Must possess superior functional knowledge of task order specific requirements and have experience in developing functional requirements for complex integrated systems.

Minimum Education. A Bachelor's Degree in Economics, Psychology, International Relations, Computer Science, Information Systems, Engineering, Business, or other related scientific, technical, or functional discipline.

With a Master's Degree (in the fields described above): ten years of general experience of which at least four years specialized experience is required.

Labor Category: Senior Consultant
SINs offered: 1 and 7

Duties. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff. Possesses requisite knowledge and expertise such that the Government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communications skills.

Minimum/General Experience. This position requires a minimum of 12 years of experience as an expert in a functional field, of which at least 6 years must be specialized. Must possess superior functional knowledge of task order specific requirements and have experience in developing functional requirements for complex integrated systems.

Minimum Education. A Bachelor's Degree in Economics, Psychology, International Relations, Computer Science, Information Systems, Engineering, Business, or other related scientific, technical, or functional discipline.

With a Master's Degree (in the fields described above): ten years of general experience of which at least four years specialized experience is required.

Labor Category:

Project Manager

SINs offered:

1 and 7

Duties. Serves as Project Manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system). Responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Reports in writing and orally to contractor management and Government representatives. Provides business, technical, and personnel management across multiple projects, such as engineering studies, computer applications and systems development.

Minimum/General Experience. Bachelor's Degree and 12 years of relevant experience that provides the required knowledge and skills. Advanced degree desired.

Minimum Education. A Bachelor's Degree in Computer Science, Information Systems, Economics, International Relations, Engineering, Business, Psychology, or other related scientific or technical discipline. Experience includes increasing responsibilities in project management.

Labor Category:

Senior Technical Specialist/Engineer

SINs offered:

1

Duties. Develops and refines new engineering techniques to enhance quality and productivity. Establishes performance and technical standards. Generates and approves project and testing specifications. May lead or coordinate complex task/project teams. Develops and applies design methods, theories, and research techniques in the investigation and solution of complex and advanced problems requiring the expert application of advanced knowledge. Plans, conducts, technically directs and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff. Analyzes, evaluates, and plans methods of approach and organizes means to achieve solutions of highly complex technical problems. Conducts investigations and tests of considerable complexity. Reviews literature, patents, and current practices relevant to the solution of assigned projects.

Recommends corrections in technical applications and analyses. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations.

Minimum/General Experience. This position requires a minimum of 10 years of progressively more complex engineering experience.

Minimum Education. Bachelor's Degree in a technical discipline, with 10 years of directly related engineering experience.

With a Master's Degree, eight years of directly related engineering experience is required.

With 15 years of experience, no degree is required; however, demonstrated technical training/military training is preferred.

Labor Category: Senior Instructional Technologist

SINs offered: 1

Duties. Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background materials, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff. Creates instructional objectives and program plans from identified data or needs.

Designs training activities, methods, and materials to meet identified objectives. Creates strategies for learning and applying. Creates instruments, tests or activities to evaluate in-class learning. Creates workbooks, teaching guides, video scripts, software, written role plays, simulations, case studies etc. to meet learning objectives. Delivers lectures, presentations, examples, and analogies to enhance learning. Gives feedback, examinations, and assessments to determine learning or skills level.

Minimum/General Experience. This position requires a minimum of seven years of experience, of which at least five years must be specialized. Specialized experience includes: experience in developing and providing technical and end-user training on computer hardware and application software. Demonstrated ability to communicate orally and in writing. Demonstrated ability to work independently or under only general direction.

Minimum Education. A Bachelor's Degree in any field.

Labor Category: Systems Analyst

SINs offered: 1 and 7

Duties. Analyzes and develops software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces; maintains hardware and software performance tuning; analyzes workload and computer usage; maintains interfaces with outside systems; analyzes downtimes; analyzes proposed system modifications, upgrades and new commercial off-the-shelf (COTS) products.

Minimum/General Experience. This position requires a minimum of six years of experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, including three years of experience in data base management concepts, use of programming languages, and/or DBMS.

Minimum Education. A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Labor Category: Consultant
SINs offered: 1 and 7

Duties. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

Minimum/General Experience. This position requires a minimum of six years of experience, of which at least three years must be specialized. Specialized experience includes: developing functional requirements for complex integrated systems. Must demonstrate the ability to work independently or under only general direction.

Minimum Education. A Bachelor's Degree in Economics, Psychology, International Relations, Information Systems, Engineering, Business, or other related scientific or technical discipline.

With a Master's Degree (in the fields described above): four years of general experience of which at least two years must be specialized experience is required.

With 10 years of general experience of which at least 6 years must be specialized experience, a degree is not required.

Labor Category:

Technical Specialist/Engineer

SINs offered:

1

Duties. Performs engineering analysis and design tasks. Prepares specifications and designs, and implements solutions. May design subsystems; assists in developing standards. May work as part of a project team. Writes test procedures, compiles and evaluates design and test data and prepares technical specifications. Recommends design approaches to meet production requirements for new or improved products or processes. Coordinates with technical support personnel to conduct prototype or experimental runs for products or processes. May coordinate the efforts of drafters, technical writers, and engineering technicians.

Minimum/General Experience. This position requires a minimum of four years of directly related engineering experience.

Minimum Education. Bachelor's Degree or other technical degree and more than four years of experience (or an equivalent combination of training and professional work experience).

With 10 years of directly related engineering experience, no degree is required.

Labor Category:

Senior Computer Programmer

SINs offered:

1

Duties. Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

Minimum/General Experience. This position requires a minimum of seven years of experience, of which at least four years must be specialized. Specialized experience includes: experience as an applications programmer on data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

Minimum Education. A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Labor Category:**Instructional Technologist****SINs offered:**

1

Duties. Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background materials, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Designs instruments to assess individual or organizational change in knowledge, skill, attitude, behavior and results. Designs instruments to assess program and instructional quality. Creates reports and conducts presentations on program impact on individuals or organizations. Evaluates and validates program designs and results. Creates video, audio, or computer based resources to enhance learning.

Minimum/General Experience. This position requires a minimum of four years of experience, of which at least two years must be specialized. Specialized experience includes: experience in developing and providing technical and end-user training on computer hardware and application software. General experience includes information systems development, training, or related fields. Demonstrated ability to communicate orally and in writing.

Minimum Education. A Bachelor's Degree in any field.

Labor Category:**Graphic Artist****SINs offered:**

1 and 7

Duties. Prepares graphical presentations for inclusion in professional publications, marketing materials, brochures, agency reports, training courses, and computer or web based media.

Minimum/General Experience. This position requires a minimum of two years of experience, of which at least one year must be specialized. Specialized experience includes: development of materials using Adobe Photoshop or a similar publishing package, or experience developing training materials using Authorware or a similar product.

Minimum Education. A Bachelor's Degree.

With five years of experience, of which at least two years must be specialized, a Bachelor's Degree is not required.

Labor Category:

Administrative Assistant

SINs offered:

1 and 7

Duties. Directly supports Program Manager or Project Manager by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Performs high level secretarial work under the general supervision of manager. Types and proofreads correspondence, reports, and documentation. Maintains filing system for department. Answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements.

Minimum/General Experience. Requires a high school diploma and a minimum of three years of experience in office administration and developing graphic/artistic presentations for publications and documents (preferably technical documentation). At minimum, one year of specialized experience using commercial automated word processing, graphics systems, and desktop publishing systems. Demonstrated ability to work independently or under only general direction.

Minimum Education. Requires a High School Diploma and three years of experience.

With an Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline, one year general experience is required.