

IT SERVICES RATES

Line Item	CATEGORY	Govt. Site	ARS Site
ARS001	Program Manager	\$115.40	\$128.77
ARS002	Senior Technical Director	\$119.76	\$143.11
ARS003	Project Manager	\$104.57	\$124.96
ARS004	Certified Network Engineer	\$91.77	\$109.67
ARS005	Senior Logistician	\$67.18	\$80.28
ARS006	Logistician	\$50.05	\$59.80
ARS007	Senior Engineer	\$91.32	\$109.13
ARS008	Engineer	\$71.31	\$85.22
ARS009	Junior Engineer	\$51.48	\$61.52
ARS010	Senior Systems Analyst	\$91.15	\$108.92
ARS011	Systems Analyst	\$69.64	\$83.22
ARS012	Junior Systems Analyst	\$57.49	\$66.63
ARS013	Senior Functional Analyst	\$80.73	\$93.56
ARS014	Functional Analyst	\$67.66	\$78.41
ARS015	Junior Functional Analyst	\$53.49	\$61.99
ARS016	Senior Applications Engineer	\$93.00	\$107.79
ARS017	Applications Engineer	\$85.18	\$98.72
ARS018	Junior Applications Engineer	\$53.58	\$64.03
ARS019	Systems Administrator	\$56.00	\$64.90
ARS020	Telecommunications Technician	\$66.23	\$76.76
ARS021	Senior Installation Technician	\$53.53	\$62.04
ARS022	Installation Technician	\$42.80	\$49.60
ARS023	Systems Operator	\$45.26	\$52.45
ARS024	Technical Writer	\$43.50	\$50.42
ARS025	Graphics Specialist	\$38.14	\$44.20
ARS026	Executive Assistant	\$43.50	\$50.42
ARS027	Administrative Assistant	\$30.15	\$34.94
ARS028	Data Entry Specialist	\$30.21	\$35.01
ARS029	Documentation Specialist	\$33.69	\$39.05
ARS030	Analyst	\$81.26	\$94.18
ARS031	Consultant	\$126.97	\$147.15

SERVICE LABOR CATEGORY DESCRIPTIONS

ARS001 - Program Manager \$115.40 Government Site / \$128.77 Contractor Site

Serves as the single individual responsible for IT service contract. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; and supervising Contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Will be responsible for the overall contract performance and will be the Contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel, and customer agency representatives.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of 15 years of experience, of which at least 10 years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, and demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management. A Master's degree in one of the fields listed above will be considered equivalent to one year specialized and two years of general experience. A Ph.D. will be considered equivalent to two years specialized and three years of general experience.

ARS002 - Senior Technical Director \$119.76 Government Site / \$143.11 Contractor Site

Establishes system requirements using analysis of the information provided by staff engineers in the development of enterprise-wide or large-scale information systems. Designs architectures to include the software, hardware, and communications support to the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible with existing standards. Evaluates problems of workflows, organization, and planning and develops appropriate corrective action. Provides oversight and guidance in a specific functional area. Provides daily supervision and direction to the technical staff.

Qualifications: A Master's degree in Computer Science, Information Systems, Engineering, or other related discipline. This position requires a minimum of 10 years of experience, of which at least seven years must be specialized. Specialized experience includes: supervision of system technical staff, use of structured analysis, design methodologies, and design tools (such as IDEF 1x, entity relationship diagrams and other design techniques), object oriented principles, and experience with the logical and physical functional, operational, and technical specifics of large and complex information systems. General experience includes increasing responsibilities in systems engineering. With a Ph.D.; eight years of experience of which at least six years is specialized. With a Bachelor's degree (in the fields listed above) and 12 years

of experience, of which at least nine must be specialized, a Masters degree is not required.

ARS003 - Project Manager \$104.57 Government Site / \$124.96 Contractor Site

(May also be referred to as Configuration Manager or Quality Assurance Manager.) Manages a large complex task order or a series of task orders; works with the customer's COR and Task Monitors and other customer management and technical personnel. Duties may include project management, strategic planning, system architecture and design, technology research, personnel management, task management, representation at customer meetings and progress reviews, and training management.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of 12 years of experience, of which at least nine years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and /or management. With a Master's degree; 10 years of experience of which at least seven years is specialized. With a Ph.D.; eight years of experience of which at least six must be specialized. With 15 years of general experience of which at least 12 years is specialized experience, a degree is not required.

ARS004 - Certified Network Engineer \$91.77 Government Site / \$109.67 Contractor Site

Evaluates communication hardware and software, troubleshoots LAN/WAN and other network-related problems and provides technical expertise for performance and configuration of networks. Performs general LAN/WAN administration, provides technical leadership in the integration and test of complex large-scale computer integrated networks. Schedules conversions and cut-overs. Oversees network control center. Supervises maintenance of systems. Coordinates with all responsible users and sites. Supervises staff. Is a graduate of a technical course on network management normally certified by a manufacturer or vendor of communications network products.

Qualifications: A degree in Computer Science, Information Systems, Engineering, Business, or other related discipline, and internetworking certifications. This position requires a minimum of seven to 10 years of experience in IT systems development, local and wide area network systems analysis and design. Of the 10 years of general experience, a minimum of seven years must be specialized. Experience with ATM, frame relay, and other knowledge with bridges, routers, gateways, FDDI, detailed knowledge of multiple computer operating systems. Experience as a CNE or ECNE required. Demonstrated exceptional written and oral communications skills. General

experience includes all aspects of communication networks planning, installation, training, and support. With a Master's degree (in the fields listed above) and senior level internetworking certifications; seven years of general experience of which at least five years is specialized.

ARS005 - Senior Logistician \$67.18 Government Site / \$80.28 Contractor Site

Performs logistics studies and analyses under the direction of the operational program/project manager. Competent in the application of integrated logistics support (ILS) planning military and commercial-off-the-shelf (COTS) systems and equipment. Adept in managing and directing less experienced personnel in the performance of logistics projects and tasks. Capable of working independently in the performance of day-to-day operations. Demonstrated competence in maintenance and supply planning, logistical document development, automated resource support, manpower and training. Provides assessments of current logistical practices and recommends solutions in the areas of integrated logistics support, warehousing, automated information tracking, shipping, and spares support. Plans and develops logistic program activities from conceptual stage throughout product life cycle. Determines logistic support sequences and time-phasing of actions to resolve problems.

Qualifications: Minimum of seven years of related work experience. Experience must demonstrate the ability to analyze, plan, develop, and implement complex logistics requirements that are applicable to state-of-the-art logistical concepts. This required experience also includes developing, testing and implementing logistics and configuration management systems designed to provide logistics technology that ensures effective and economical support for the servicing of products, systems or equipment. Position requires advanced technical expertise to solve complex multi-functional logistics issues. Masters of Science degree in logistics management, engineering, the physical sciences, computer science, information systems, or other related scientific or technical discipline. Generally, two years experience may be substituted for one year of education.

ARS006 – Logistician \$50.05 – Government Site / \$59.80 – Contractor Site

Performs logistics studies and analyses and program support. Generally works under the direct supervision of a senior logistician, project, or program manager. Demonstrates mid-level range of experience in the application of integrated logistics support requirements and planning for both military and commercial-off-the-shelf systems and equipment. Works in coordination with senior logistics personnel and functional managers in the ILS elements of supply, maintenance planning, technical documentation development, automated resources support, manpower and training, reliability, availability, and maintainability (RAM) analyses, configuration management, facilities analyses and planning, and other related disciplines. Provides assessments of current logistical practices and recommends possible solutions in areas such as integrated logistics support, warehousing, automated information tracking, shipping, and

spares support. Plans and develops logistic program activities from conceptual stage through life-cycle of product. Develops and implements program activities and resolves problems in area of logistics to ensure meeting of contractual commitment. Determines logistic support sequences and time-phasing requirements.

ARS007 - Senior Engineer \$91.32 Government Site / \$109.13 Contractor Site

(May also be referred to as Senior Systems Engineer, Senior Network Engineer, or Open-Systems Engineer.) Plans, designs, tests, and performs work directed toward the supervision of other engineers who are engaged in implementing hardware integration, software configuration and installation, and other design work. Performs cost analysis for hardware, software and systems integration buys. Analyzes test results in relation to design or rated specifications and modifies or adjusts equipment to meet specifications.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related discipline. This position requires a minimum of 10 years of experience in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation. Of the 10 years of general experience, a minimum of seven years of specialized experience is required in the following: demonstrated experience in managing the implementation of information engineering projects and experience in systems analysis, design and programming using CASE and IE tools and methods. Proven managerial and supervisory skills. Demonstrated exceptional written and oral communications skills, including giving formal presentations to different audiences. Must demonstrate the ability to work independently or under only general direction. With a Master's degree, eight years of experience of which at least six must be specialized. With a Ph.D, six years of general experience of which at least five years is specialized experience. With 13 years of general experience, of which 11 is specialized, a degree is not required.

ARS008 - Engineer \$71.31 Government Site / \$85.22 Contractor Site

(May also be referred to as Network Engineer, Systems Design Engineer, Computer Systems Engineer, Facilities Engineer, Outside Plant Engineer, or Systems Engineer) An engineer trained in one or more disciplines that directly relates to the methodology and procedures necessary for the preparation of **IT** system performance specifications and system configuration definition. Translate the customer's needs into measurable performance parameters. Integrate the functional, physical, and program interfaces of an information technology system into a total system definition and design. May be responsible for ensuring that the factors of reliability, maintainability, safety, survivability, and human factors are integrated into the system design.

Qualifications: Bachelor of Science degree or higher in one of the following academic fields: Information Systems Management; Computer System Analysis; Operations Research/Systems Analysis; or any academic field with five years

equivalent experience. Broad knowledge of and specific skill in models, simulations, studies, and data requirements. Experience in testing and evaluating software and application design. Experience in trouble-shooting software to test for reliability. Must demonstrate the ability to work independently or under only general direction. With a Master's degree; four years of experience of which at least three must be specialized. With nine years of general experience of which at least six years are specialized, a degree is not required.

ARS009 - Junior Engineer \$51.48 Government Site / \$61.52 Contractor Site

(May also be referred to as Jr. Systems Engineer, Jr. Network Engineer, or Jr. Support Engineer.) Applies software, hardware, and standard information technology skills in the analysis, specification, development, integration and acquisition of open system for client information processing applications. Investigates and resolves system and user problems. Conducts routine and exception testing. Provides evaluation of alternatives; writes user manuals and procedures; conducts feasibility studies, workflow analysis, and cost analysis. Installs hardware, software, and peripheral equipment.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of four years of experience, of which at least two years must be specialized. Specialized experience includes: two years analyzing and programming applications on large-scale computers with a minimum of one year of design and programming of moderately complex IT systems. General experience includes increasing responsibilities in assignments of a technical nature. Typically required to work under close supervision and direction. Master of Sciences degree in Computer Science or other related scientific or technical discipline will be considered equivalent to one year of specialized experience and two years of general experience.

ARS010 - Senior Systems Analyst \$91.15 Government Site / \$108.92 Contractor Site

(May also be referred to as Senior Computer Systems Analyst.) Performs assignments in the general area of computer hardware and software that concern analysis of computer systems, protocols, computer operations, programming and data base structuring and management, evaluation of computer test plans, and procedures. Translates customer automation requirement into hardware, software, and communications requirements and solutions. Provides technical and administrative direction for highly complex analytical projects requiring a multi-discipline approach. Supervises personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Program/Project Manager to ensure problem solution and user satisfaction. Assesses alternatives and develops recommendations for improvement. Prepares milestone status reports and deliveries/presentations on the system concept to customers. Provides daily supervision and direction to support staff.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of eight years of experience, of which at least five years must be specialized. Specialized experience includes analysis and design of business applications on complex systems for large-scale computers, data base management, use of the programming languages such as ADA, COBOL, 4GL, and DBMS. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required. A Master's degree in Computer Science or other related scientific or technical discipline will be considered equivalent to one year of specialized experience and two years of general experience. A Ph.D. in Computer Science will be considered equivalent to two years of specialized experience and three years of general experience.

ARS011 - Systems Analyst \$69.64 Government Site / \$83.22 Contractor Site

(May also be referred to as Computer Systems Analyst.) Analyzes user requirements, procedures, and problems to automate processing or to improve existing system. Studies existing system to evaluate effectiveness. Plans and prepares technical reports, memoranda, and instructional manuals as documentation of program development. Works with a team in the application of business-oriented technologies. Directs and coordinates work of others to develop, test, install, and modify programs. Uses 3- and 4GL or current state-of-the-art methodologies and tools to analyze system requirements and diverse program logic for business management, communications, and technical problems. Develops migration and planning documents.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. 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 the programming languages such as ADA, COBOL, 4GL, and / or DBMS. Knowledge of current storage and retrieval methods, one year of systems analysis experience designing technical applications on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement. With a Master's degree; four years of experience of which at least three must be specialized. With 10 years of general experience of which at least eight years is specialized experience, a degree is not required.

ARS012 – Junior Systems Analyst \$57.49 Government Site / \$66.63 Contractor Site

Inputs data, tests hardware and software, and develops and presents technical information. Recommends hardware/software for purchase and assists users to identify and solve data communication problems. Analyzes applications on large-scale or mid-tier systems. Analyzes information requirements and evaluates system problems of workflow, organization, and planning.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position is for recent college graduates and requires no experience.

ARS013 - Senior Functional Analyst \$80.73 Government Site / \$93.56 Contractor Site

Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their relationships. Identifies resources required for each task. Provides daily supervision and direction of support staff. Has specialized experience related to the identification of task order specific functional requirements for complex IT systems.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of 10 years of experience of which at least eight years must be specialized. Specialized experience includes: superior functional knowledge of task order specific requirements, or developing functional requirements for complex integrated IT systems. Must demonstrate the ability to work independently or under only general direction. With a Master's degree, eight years of experience of which at least six must be specialized. With 13 years of general experience of which at least 11 years is specialized experience, a degree is not required.

ARS014 - Functional Analyst \$67.66 Government Site / \$78.41 Contractor Site

(May also be referred to as Analyst.) Analyzes business or user needs to determine IT functional and cross-functional requirements and devises most efficient methods of accomplishing work. Operates in a business or technical environment, using analytical and evaluative techniques. Has extensive experience in particular functional area. Confers with personnel of organizational units and identifies specific input and output requirements. Conducts operational effectiveness reviews. Develops or updates functional or operational manuals outlining established procedures in accordance with organizational policy. Performs feasibility studies and cost-benefit analyses. Applies business-wide set of disciplines for planning, analysis, design, development, and maintenance of information systems across a major sector of the function or business applications.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. 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 IT systems. Must demonstrate the ability to work independently or under only general direction. With a Master's degree; four years of experience of which at least two must be specialized. With 10 years of general experience of which at least eight years is specialized experience, a degree is not required.

ARS015 - Jr. Functional Analyst \$53.49 Government Site / \$61.99 Contractor Site

(May also be referred to as Jr. Analyst.) Under supervision, performs analysis of computer and Information Technology systems. Supports the installation of computer systems, network hardware, and application software. Provides support to customers. Possesses troubleshooting skills to assist systems analysts.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position is for recent college graduates and requires no experience.

ARS016 - Senior Applications Engineer \$93.00 Government Site / \$107.79 Contractor Site

(May also be referred to as Senior Programmer.) Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedules. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management. Applies highly specialized comprehensive advance technical knowledge in formulating new concepts or methods in the programming field. Develops program specification for application software development. Documents program and system logic. Defines and designs data capture forms, data conversion procedures, data validation/correction steps and database definition tables.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of 10 years of experience managing / performing software engineering activities, of which at least eight years must be specialized. Specialized experience includes: demonstrated experience working with ADA, SQL, and third/fourth generation languages in the design and implementation of systems and using data base management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards. With a Master's degree; eight years of experience of which at least six must be specialized.

With 13 years of general experience of which at least 11 years is specialized experience, a degree is not required.

ARS017 - Applications Engineer \$85.18 Government Site / \$98.72 Contractor Site

(May also be referred to as Systems Programmer, Software Engineer, Application Programmer, or Programmer) 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. Plans, develops, tests, and documents programs. Converts projects specifications into detailed instructions and logical steps. Designs screen displays. Trains users and provides technical assistance. Installs, tests, and monitors performance of programs.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six years experience of which at least four years must be specialized. Specialized experience includes: experience as an applications programmer on large-scale data base management systems and knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction. With a Master's degree; four years of experience of which at least three must be specialized. With 10 years of general experience of which at least eight years is specialized experience, a degree is not required.

ARS018 - Jr. Applications Engineer \$53.58 Government Site / \$64.03 Contractor Site

(May also be referred to as Jr. Programmer.) Analyzes information to determine, recommend, and plan layout for primary systems and peripheral equipment, or modifications to existing system to provide capability to meet requirements. Monitors system performance. Specifies power supply requirements and configuration and equipment environmental controls. Maintains and modifies routing conventional programs. Amends flowchart codes, tests, and document changes. Writes new routine programs. Performs elementary fact-finding. Participates in design of software tools and subsystems to support reuse and domain analysis.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position is for recent college graduates and requires no experience.

ARS019 - Systems Administrator \$ 56.00 Government Site / \$64.90 Contractor Site

Manages day-to-day IT system configurations and operations. Analyzes user requirements, procedures, and problems to automate processing or to improve existing system. Records detailed description of user needs, program functions, and steps required to develop or modify systems. Performs systems capacity planning/analysis and provides user support. Plans and prepares technical reports and instructional manuals. Upgrades system and corrects errors. System maintenance on multiple platforms, to include, UNIX and Sun SPARC.

Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of four years of experience, of which at least three years must be specialized experience in administrating open systems-compliant systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network. With a Master's degree; three years of general experience of which at least two must be specialized. With eight years of general experience of which at least six years is specialized, a degree is not required.

ARS020 - Telecommunications Technician \$66.23 Government Site / \$76.76 Contractor Site

Assists in the fielding, testing, and maintenance of complex communication systems and subsystems. Provides communications technical support. Monitors new telecommunications technology to make recommendations for improvement of customer's systems.

Qualifications: Bachelor's degree (in the fields described in this paragraph). This position requires a minimum of six years of experience, of which at least four years must be specialized experience in one of the following: communications software, communications hardware, or network specialty. General experience includes all aspects of communication networks. Must demonstrate the ability to work independently or under only general direction. Communications Hardware specialized experience includes installing, testing, and operating network and computer (host) communications equipment (e.g., switches, modems, controllers, terminals, and multiplexers); using and implementing communications hardware and electrical standards; using communications hardware, test, and monitoring equipment and analyzing the results. Communications Software specialized experience includes developing, testing, installing, and operating network and computer (host) communications software (e.g., access method and protocol software, application interfaces, transaction processors and emulators) and using and implementing communication standards. Network Specialty specialized experience includes designing, testing, installing, implementing, and maintaining computer networks; using and implementing network standards, particularly those of the International Organization for Standardization (ISO); operating computer networks; identification and solution of problems, restart/recovery, additions, deletions, and modifications of terminals, hosts, etc., optimization of network costs and performance and implementing accounting and charge back systems. With a Master's degree: five

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

ARS021 - Senior Installation Technician \$53.53 Government Site / \$62.04 Contractor Site

Organizes and directs hardware installations based on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes and develops new hardware requirements and prepares specifications for hardware acquisitions. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Directs and leads the preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support.

Qualifications: Minimum education requirement is a high school diploma. This position requires a minimum of nine years of experience of which at least five years must be specialized. Specialized experience includes supervision of installation technicians; analysis, design, and installation of local and wide-area networks; and analysis and installation of communication systems. Familiar with engineering documentation, network configurations and topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes increasing responsibilities in technical management. With an Associate's Degree: eight years of general experience of which at least four years must be specialized. With a Bachelor's degree: six years of general experience of which at least three years must be specialized.

ARS022 - Installation Technician \$42.80 Government Site / \$49.60 Contractor Site

(May also be referred to as Network Installation Technician.) Conducts site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works as a member of the network installation team. Assists in the preparation of drawing and documenting the configuration changes at the site. Prepares site installation and test reports.

Qualifications: Minimum education requirement is a high school diploma. This position requires a minimum of five years experience of which at least three years must be specialized. Specialized experience includes analysis, design, and installation of local area networks and analysis and installation of communication systems. Specialized experience includes use of engineering documentation, network configurations and topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes increasing responsibilities in technical management. With an Associate's Degree: four years of general experience of which at least two

publications and documents (preferably technical documentation). At minimum, one year of specialized experience using commercial automated word processing (e.g., WordPerfect, Word), graphics systems (Harvard, Freelance, PowerPoint, etc.), and desktop publishing systems. Demonstrated ability to work independently or under only general direction. With an Associate's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline: one year of general experience or one year of specialized experience is required.

ARS026 – Executive Assistant \$43.50 Government Site / \$50.42 Contractor Site

Manages the daily operations of a senior-level executive. Handles various highly confidential executive oriented tasks, which involve internal and external communication, coordination, and follow-through. Performs advanced, diversified, and confidential administrative duties for senior-level management personnel, which includes developing correspondence, reports, presentations, data analysis/manipulation, budgeting, tracking and events/meeting planning. Act as key point of contact for the scheduling of meetings and events for both internal and external participants. Exercises discretion and judgment in managing executive appointments to ensure senior managers' time is used most effectively. Maintains highly sensitive information. Makes travel arrangements, answers telephone, faxes, emails and other correspondence. Possesses the ability to perform independently and is adept at multi-tasking, with an acute attention to detail. Is extremely competent and proficient in the use of the entire Microsoft suite of office automation software.

Qualifications: An Associate Degree and five years of specialized experience in an administrative-related environment. A year of experience may be substituted for a year of formalized education and/or training; and a year of education is substitutable for a year of experience.

ARS027 - Administrative Assistant \$30.15 Government Site / \$34.94 Contractor Site

Possesses demonstrated data entry skills, experience with the Microsoft Office suite of software and applications, database administration, customer service and excellent organizational skills. Possesses expertise in word processing and business office operations. Prepares and processes formal and informal correspondence such as letters, memos, emails, various reports, meeting minutes, and other related correspondence in support of HR and administrative operations. May be required to develop and maintain spreadsheets and database information for record keeping and reporting purposes.

Qualifications: Two years experience as an administration assistant, documentation specialist or executive secretary in an automated environment. With an Associate Degree, each year of specialized experience may substitute per year of formalized education; however, a high school diploma or GED equivalent is required.

years must be specialized. With a Bachelor's degree: three years of general experience of which at least one year must be specialized.

ARS023 - Systems Operator \$45.26 Government Site / \$52.45 Contractor Site

(May also be referred to as Technician or Engineering Technician.) Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation. Optimizes system operation and performs system capacity analysis and planning. Expertise open systems-compliant, large-scale or multi-server LAN.

Qualifications: An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. This position requires a minimum of three years of experience, of which at least two years must be specialized experience operating a large-scale computer system or a multi-server local area network. Must demonstrate sufficient knowledge of programming to understand how programs use computer hardware. With a Bachelor's degree, two years of general experience of which at least one year must be specialized. With seven years of general experience of which at least five years is specialized, a degree is not required.

ARS024 - Technical Writer \$43.50 Government Site / \$50.42 Contractor Site

Collects, develops, writes, and edits material for reports, user manuals, training materials, instruction guides, and related technical and administrative publications. Organizes and completes assignments according to specific standards for format, clarity, order, conciseness, and terminology. Participates in arranging publication and distribution.

Qualifications: A Bachelor's degree in English, Literature, or other related discipline. This position requires a minimum of three years of experience, of which at least one year must be specialized. Specialized experience includes demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction. With a Master's Degree, two years of general experience of which at least one year must be specialized. With seven years of general experience of which at least five years is specialized, a degree is not required.

ARS025 - Graphics Specialist \$38.14 Government Site / \$44.20 Contractor Site

Draws or paints illustrations using various electronic media. Proficient in the following areas: producing line art, illustrations, mechanical drawings for training materials, processing film, and producing special effect slides and view graphs, and designing report covers and other required graphics.

Qualifications: Requires a high school diploma and a minimum of two years of experience in office administration and developing graphic/artistic presentations for

ARS028 - Data Entry Specialist \$30.21 Government Site / \$35.01 Contractor Site

Operates keyboard or other data entry device. Validates data, compiles information, and provides document control. Inputs data from source documents, extracts, cross-references, and prepares data for entry. Compiles and summarizes charts, graphs, and other statistical reports.

Qualifications: Requires a high school diploma and one year of experience in data entry and verification. Typically required to work under close supervision and direction. An Associate's degree in Computer Science or related study will be considered equivalent to one-half year of general experience. Formal specialized training may be substituted on the basis of one month of training for one month of experience, not to exceed three months.

ARS029 - Documentation Specialist \$33.69 Government Site / \$39.05 Contractor Site

(May also be referred to as Administrative Assistant.) Gathers, analyzes, and composes technical information supporting the development of policy, operational matters, or doctrine within the IT arena. Conducts independent research and ensures use of proper and consistent technical terminology. Assists in translating technical information into clear, readable documents to be used by technical and non-technical personnel.

Qualifications: An Associate's degree is required. This position requires a minimum of three years of experience, of which at least two years must be specialized. Specialized experience includes preparing technical documentation, including researching for applicable Government and industry documentation standards. General experience includes technical writing and documentation experience pertaining to all aspects of IT. Demonstrated ability to work independently or under only general direction. With a Bachelor's Degree, two years of general experience of which at least one year must be specialized. With six years of general experience of which at least four years is specialized, a degree is not required.

ARS030 – Analyst \$81.26 Government Site / \$94.18 Contractor Site

Experience to include a technical background in either mainframe or client server environment. Requires analysis or design experience. Some level of supervisory experience and the ability to work independently. Also requires some experience in Work Planning/Project Tracking and Issues Management and Tracking.

Qualifications: Bachelor's degree.

ARS031 – Consultant \$126.97 Government Site / \$147.15 Contractor Site

Experience to include client exposure in process analysis setting. Requires supervisory experience and the ability to work independently. Also requires some

experience in Finance, Human Resources Systems, and Work Planning Methods and Standards Deployment.

Minimum Education: Bachelor's degree