

b. Descriptions

Information Services Consultant

Description: The Information Services Consultant (ISC) is a Technical Expert that works with user groups to solve Information Assurance/Security problems with available technology including advise, hardware, software databases, and peripherals. The ISC has high level of diverse technical experience related to studying and analyzing systems needs, systems development, and systems process analysis, design and re-engineering. The ISC has skills and experience related to business management, systems engineering, operations research, and management engineering. The ISC has specialization in particular software or business application utilized in an end user environment and is knowledgeable in technological developments and applications.

Education: Bachelor's degree in related field (e.g. Electrical Engineering, Computer Information Systems, etc.)

Experience: Shall have, as a minimum, four (4) years related experience.

Information Services Consultant Technical Lead

Description: The Information Services Consultant (ISCTL) is a Subject Matter Expert that works with user groups to solve Information Assurance/Security problems with available technology including advise, hardware, software databases, and peripherals. The ISCTL has high level of diverse technical experience related to studying and analyzing systems needs,

systems development, and systems process analysis, design and re-engineering. The ISCTL has skills and experience related to business management, systems engineering, operations research, and management engineering. The ISCTL has specialization in particular software or business application utilized in an end user environment and is knowledgeable in technological developments and applications. The ISCTL acts as the project lead, organizing and directing the tasks of project team and interpreting the customers needs into practical, efficient, and successful solutions.

Education: bachelor's degree in related field (e.g. Electrical Engineering, Computer Information Systems, etc.)

Experience: Shall have, as a minimum, six (6) years related experience.

Project Manager

Description: The Project Manager (PM) serves as project or team lead. The PM has technical, administrative and managerial responsibilities, formulates work plans and schedules; Supervises/directs project/team in meeting task/project requirements. The PM identifies and resolves problems; is responsible for ongoing evaluation of work and quality of products/services; maintains the project schedule and ensures that deliverables are completed in a timely manner. The PM Oversees project cost control and cost projections. Knowledgeable in the use of the project management tools used for activity assignment, resource planning, and cost control. Ensures the invoicing process provides the proper information and distribution on the invoices. Ensures smooth coordination consistent with the contract and task order requirements and ensures problem resolution and customer satisfaction for individual task orders.

Education: bachelor's degree in related field

Experience: Shall have, as a minimum, six (6) years related experience.

Technical Writer

Description: The Technical Writer develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The TW Receives assignments from supervisor. The TW observes production, developmental, and experimental activities to determine operating procedure and detail; interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. The TW may review published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.

Education: bachelor's degree in related field

Experience: Shall have, as a minimum, three (3) years related experience.

Senior INFOSEC/IA Analyst

Description: Provide security architecture, policy and design guidance for business systems and networks. Individual may also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes. Demonstrated analytical skills with the ability to translate security policy statements into an understanding of security tool implementation.

Education: Masters degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university.

Experience: Shall have, as a minimum eight (8) years of related experience.

INFOSEC/IA Analyst

Description: Provide security architecture, policy and design guidance for business systems and networks. Individual will also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes. Translates security policy statements into an understanding of security tool implementation. Understands FIPs compliance issues and familiar with the DOD Public Key Infrastructure.

Education: Bachelor's degree in Computer Science, Mathematics, Statistics, or Engineering, or related field from an accredited college or university.

Experience: Shall have, as a minimum five (5) years of related experience.

Senior Information Engineer (IE)

Description: Directs the efforts of other Information Engineering (IE) categories. Has full life-cycle experience and expertise in all areas of the IE Methodology. Performs instruction in information engineering and engineering process reengineering, and hands-on training in the use of Computer Aided Software Engineering (CASE) tools. Plans and manages projects schedules, directs the work of other contractors, provides quality assurance reviews, and provides consulting services during the planning, analysis, and design phases of information engineering. Responsibilities will include preparation and presentation of briefings to the senior leadership.

Education: Bachelor's degree in related field (e.g. Electrical Engineering, Computer Information Systems, etc.)

Experience: Shall have, as a minimum eight (8) years related experience.

Lead Information Engineer

Description: Performs information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, system upgrades and documentation preparation. Implements information engineering projects, systems analysis, design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and

performance measurement techniques. Assists in establishing standards for information systems procedures. Manages planned projects for overall installation of application and network systems. Develops action plans with milestones for system upgrades. Provides technical leadership for analysis, integration and support of new products, interfaces and performance enhancements. Analyzes and resolves system software issues. Assists with application customization through process analysis and workflow development including advising customers of database file & table configuration best practices.

Education: Bachelor's degree in related field (e.g. Electrical Engineering, Computer Information Systems, etc.)

Experience: Shall have, as a minimum five (5) years related experience.

Junior Information Engineer

Description: Works with ADA, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. Uses software tools and subsystems to support software reuse and domain analyses and their implementation. Performs software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Provides input to estimate software development costs and schedule. Uses diagnostic software to test and isolate ADPE to validate functionality. Often assists with monitoring system performance and security and sets up terminal/printer queues. Provides in-service support for proper use of system software, hardware, or applications and provides Tier 1 technical support.

Education: Bachelor's degree in related field (e.g. Electrical Engineering, Computer Information Systems, etc.)

Experience: Shall have, as a minimum, one (1) year of related experience.

Senior Computer Scientist

Description: Applies knowledge of computer science concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution balancing specific project needs with economic constraints. Interfaces with and uses micro, mini and mainframe computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls. May act as a team lead or independent project lead in the functions stated above.

Education: Bachelor's degree in related field (e.g. Electrical Engineering, Computer Information Systems, etc.)

Experience: Shall have, as a minimum eight (8) years of related experience.

Computer Scientist

Description: Applies knowledge of computer science concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution balancing specific project needs with economic constraints. Interfaces with and uses micro, mini and mainframe computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for segments or phases of broader more complex projects.

Education: Bachelor's degree in related field (e.g. Electrical Engineering, Computer Information Systems, etc.)

Experience: Shall have, as a minimum six (6) years of related experience.

Senior Network Engineer

Description: Performs a variety of network engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software, and support facilities and/or equipment. The Senior Network Engineer is responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level engineers. This person plans and performs network-engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications. Supervises the activities of Network Engineers and Network Technicians assigned to specific network engineering projects and through project completion.

Education: Bachelor's degree in related field (e.g. Electrical Engineering, Computer Information Systems, etc.)

Experience: Shall have, as a minimum, eight (8) years of related experience.

Network Engineer

Description: Under supervision, performs a variety of network engineering tasks, which are broad in nature and are related to the design and implementation of integrated networks, including hardware, software and support facilities and/or equipment. Plans and performs network engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications. May coordinate the activities of Network Technicians assigned to specific network engineering projects. Performs with some latitude for independent actions and decisions.

Education: Bachelor's degree in related field (e.g. Electrical Engineering, Computer Information Systems, etc.)

Experience: Shall have, as a minimum four (4) years related experience.

Network Administrator

Description: Performs a variety of network management functions related to the operation, performance or availability of data communications networks. Knowledge of Ethernet, FDDI and high speed WANs and routers. Analyze client LANs/WANs, isolate source of problems, and recommend reconfiguration and implementation of new network hardware to increase performance. Modifies command language programs, network start up files, assigns/re-assigns network device addresses, participates in load balancing efforts throughout the network to achieve optimum device utilization and performance. Coordinates network policy, procedures, and standards. Assists in the training of users.

Education: Bachelor's degree in related field (e.g. Electrical Engineering, Computer Information Systems, etc.) or equivalent experience.

Experience: Shall have, as a minimum four (4) years of related experience.

Senior Systems Engineer

Description: Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate automated data processing software related to engineering or functional requirements of associated support systems, or management information systems. Reviews and prepares system engineering and technical analyses, reports, change proposals, and other technical documentation. Applies system engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Evaluates issues and coordinates solutions addressing a wide range of disciplines including engineering, communications, and business units. Provides direction and support to systems engineering staff.

Education: Bachelor's degree in related field (e.g. Electrical Engineering, Computer Information Systems, etc.)

Experience: Shall have, as a minimum, eight (8) years of related experience.

Systems Engineer

Description: Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate military weapon systems: review and prepare system engineering and technical analyses, reports, change proposals, and other technical documentation. Applies system engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates automated data processing software related to engineering or functional requirements of military weapons systems, associated support systems, or management information systems.

Education: Bachelor's degree in related field (e.g. Electrical Engineering, Computer Information Systems, etc.).

Experience: Shall have, as a minimum four (4) years of related experience.

Senior Training Specialist

Description: Specialized experience in developing and providing technical and end-user training on computer hardware and application software. Effective communicator both oral and in writing. May be responsible for supervising the daily activities of training staff.

Education: Bachelor's Degree or equivalent from an accredited college or university.

Experience: Shall have, as a minimum six (6) years related experience.

Training Specialist

Description: Under supervision assists in developing and providing technical and end-user training on computer hardware and application software. Possesses general experience with information systems development, training, or related fields. Demonstrated ability to communicate orally and in writing.

Education: Bachelor's degree in related field (e.g. Electrical Engineering, Computer Information Systems, etc.) or equivalent experience.

Experience: Shall have, as a minimum four (4) years in related experience.

Computer Security Systems Specialist

Description: Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses and assessments.

Education: Bachelor's degree in related field (e.g. Electrical Engineering, Computer Information Systems, etc.)

Experience: Shall have, as a minimum eight years related experience.

ADP Security Specialist

Description: Implements and monitors Automated Data Processing (ADP) security procedures and issues. Conducts risks assessments, firewall determinations, and security procedures. Participates in planning, cost analysis and implementation of all aspects of ADP security. Develops and implements InfoSec and CompuSec procedures in all areas. Designs, develops, implements, and supports all ADP security policy, procedures, and systems.

Education: Bachelor's degree in related field (e.g. Electrical Engineering, Computer Information Systems, etc.) or equivalent experience.

Experience: Shall have, as a minimum four (4) years related experience.

Senior Computer Technician

Description: Applies computer techniques, principles and precedents to develop, modify, install, test, evaluate, or operate data processing systems. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews, analyzes, develops prepares or applies specifications, policies, standards, or procedures. Plans and performs tests and evaluations of systems equipment or components. Responsible for developing project plans, justifications, guidelines, and controls.

Education: Minimum A+ Certification or a Bachelor's degree from an accredited college or university, preferred.

Experience: Shall have, as a minimum three (3) years related experience.

Internet/Intranet Specialist

Description: Performs system analysis for Internet or Intranet development and distribution to remote sites using various technologies, which may include HyperText Markup Language (HTML), HyperText Transfer Protocol (HTTP), Common Gateway Interface (CGI), FrontPage, and Netscape software. Analyzes and develops internet/intranet application software processing wide range of capabilities, including numerous engineering, business, and network traffic management functions.

Education: Bachelor's degree in related field (e.g. Electrical Engineering, Computer Information Systems, etc.) or equivalent experience.

Experience: Shall have, as a minimum four (4) years of related experience.

Senior Technical Writer/Editor

Description: Oversees and contributes to the development, writing, and editing of material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications related to Information Technology (IT) processes. Provides guidance to technical writing staff in the work methods and procedures, and installation, operation, and maintenance of IT related equipment. Assigns work to technical staff and observes production, development, and experimental activities to determine operating procedure and detail; by interviewing production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and IT terminology. Reviews, edits, and recommend revisions or changes in scope, format, content, and methods of reproduction and binding prior to publication. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. Specialized in writing material regarding work methods and procedures related to computer technology.

Education: A Bachelor's degree in English or Journalism.

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Experience: Shall have, as a minimum five (5) years of related experience.

Lead Project Administrator

Description: Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations, and IPR preparation. Performs analysis, development, and review of program administrative operating procedures. Expected to perform with minimal direction and oversight.

Education: Bachelor's degree in related field (e.g. Electrical Engineering, Computer Information Systems, etc.) or equivalent experience.

Experience: Three (3) years of experience in administrative/office support, strong organizational skills a must, excellent written and oral communication skills.

Junior Project Administrator

Description: Assists Project Lead with administrative activities related to the preparation of management plans and reports, daily operations and other clerical duties. Operates under the direction of Project Lead or other supervision.

Education: High School diploma

Experience: Shall have, as a minimum two (2) years of related experience.