

LABOR CATEGORY DESCRIPTIONS

SINs 541611, 611430, & 611512:

Jr. Functional Specialist

Minimum Education/Experience: Bachelor's degree with at least 6 years of relevant experience

Functional Responsibilities: Perform, direct and coordinate a variety of critical tasks in areas as strategic planning, consulting services, program and acquisition management, independent estimates and assessments, cost analysis training, research, and any reporting and documentation associated with project objectives. Works closely with senior staff members to ensure work effort meets client requirements.

Functional Specialist

Minimum Education/Experience: Bachelor's degree with at least 8 years of relevant experience

Functional Responsibilities: Perform a variety of critical tasks in areas as strategic planning, consulting services, program and acquisition management, independent estimates and assessments, cost analysis training, research, and any reporting and documentation associated with project objectives. Works closely with senior staff members to ensure work effort meets client requirements.

Sr. Functional Specialist

Minimum Education/Experience: Bachelor's degree with at least 10 years of relevant experience

Functional Responsibilities: Perform, direct and coordinate a variety of critical tasks in areas as strategic planning, consulting services, program and acquisition management, independent estimates and assessments, cost analysis training, research, and any reporting and documentation associated with project objectives. Works closely with senior staff members to ensure work effort meets client requirements.

Principal Functional Specialist

Minimum Education/Experience: Bachelor's degree with at least 12 years of relevant experience

Functional Responsibilities: Plan, perform, direct and coordinate a variety of critical and complex tasks service areas as strategic planning, consulting services, program and acquisition management, independent estimates and assessments, cost analysis training, research, and any reporting and documentation associated with project objectives. Demonstrates knowledge, expertise and aptitude in developing solutions, recommendations and outcomes that address customer organization's needs and challenges. Routinely interacts with senior level client representatives.

Jr. Cost Analyst

Minimum Education/Experience: Minimum of 1 year experience and Bachelor's Degree

Functional Responsibilities: Possess knowledge of applying analytic methodologies and principles to address client's needs. Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Specializes in assisting with or performing analysis of actual cost data, assists with the production of forward looking cost estimates, and prepares presentations of cost data in meaningful formats. Works closely with senior Analysts or Team Leads.

Cost Analyst

Minimum Education/Experience: Minimum of 3 years of experience and Bachelor's Degree

Functional Responsibilities: Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Specializes in performing analysis of actual cost data, acts as a task lead with the production of forward looking cost estimates, and oversees the presentations of cost data in meaningful formats. Directs the activities of junior staff as necessary.

Sr. Cost Analyst

Minimum Education/Experience: Minimum of 5 years of experience and Bachelor's Degree

Functional Responsibilities: Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles, and is recognized as a leader within functional area. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Specializes in leading a task in the analysis of actual cost data, the production of forward looking cost estimates, and leads a team in the presentations of cost data in meaningful formats. Demonstrated managerial and supervisory skills.

Principal Cost Analyst

Minimum Education/Experience: Minimum of 10 years of experience and Bachelor's Degree

Functional Responsibilities: Leading expert with superior knowledge and experience developing and applying analytic methodologies and principles, and is recognized as a top leader within functional area. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing primary, senior leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Specializes in supervising task leads in the analysis of actual cost data, the production of forward looking cost estimates, and leads a team in the presentations of cost data in meaningful formats. Demonstrated managerial and supervisory skills. Demonstrated managerial and supervisory skills.

Professional Support Staff

Minimum Education/Experience: Minimum of a HS Diploma

Functional Responsibilities: Depending on the functional specialty, support the program management staff in the preparation of deliverables, internal reports, briefings, and drawings associated with the project being supported.

Associate Management Analyst

Minimum Education/Experience: Bachelor's degree (No required minimum experience)

Functional Responsibilities: Possesses knowledge, limited experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Supports the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of project team's objectives. Works closely under the supervision of senior Management Consultants or Task Leads.

Jr. Management Analyst

Minimum Education/Experience: Bachelor's degree with at least 2 years of relevant experience

Functional Responsibilities: Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Supports the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of project team's objectives. Works closely with senior Management Consultants or Task Leads.

Management Analyst

Minimum Education/Experience: Bachelor's degree with at least 6 years of relevant experience

Functional Responsibilities: Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Directs the activities of other staff as necessary.

Sr. Management Analyst

Minimum Education/Experience: Bachelor's degree with at least 10 years of relevant experience

Functional Responsibilities: Possesses significant knowledge, experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Supports the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of project team's objectives. Works closely with senior management personnel.

Principal Management Analyst

Minimum Education/Experience: Bachelor's degree with at least 15 years of relevant experience

Functional Responsibilities: Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Directs the activities of more junior staff as necessary.

Subject Matter Expert 1

Minimum Education/Experience: Bachelor's degree with at least 15 years of relevant experience

Functional Responsibilities: Possesses extensive enterprise-wide knowledge and experience in one or more functional areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. Utilized on projects for their specific expertise in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction. Provides high-level insight and guidance to have an effect on objectives of complex efforts and in support of client organization's strategic purpose and goals.

Subject Matter Expert 2

Minimum Education/Experience: Bachelor's degree with at least 20 years of relevant experience

Functional Responsibilities: Possesses extensive enterprise-wide knowledge and experience in one or more functional areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. Utilized on projects for their specific expertise in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction. Provides high-level insight and guidance to have an effect on objectives of complex efforts and in support of client organization's strategic purpose and goals.

Subject Matter Expert 3

Minimum Education/Experience: Bachelor's degree with at least 25 years of relevant experience

Functional Responsibilities: Possesses extensive enterprise-wide knowledge and experience in one or more functional areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. Utilized on projects for their specific expertise in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction. Provides high-level insight and guidance to have an effect on objectives of complex efforts and in support of client organization's strategic purpose and goals.

Subject Matter Expert 4

Minimum Education/Experience: Bachelor's degree with at least 30 years of relevant experience

Functional Responsibilities: Possesses extensive enterprise-wide knowledge and experience in one or more functional areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high level vision to program/project manager or senior client

leadership to influence objectives of complex efforts. Utilized on projects for their specific expertise in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction. Provides high-level insight and guidance to have an effect on objectives of complex efforts and in support of client organization's strategic purpose and goals.

SINs 541330ENG & 541715:

Program Manager

Minimum Education/Experience: Bachelor's degree with at least 15 years of relevant experience

Functional Responsibilities: Provides planning, direction, and coordination functions of a designated program or complex project to ensure contract performance requirements and objectives are accomplished. Directs activities of personnel on a specific project. Responsible for budget, schedule, and performance. Monitors and controls expenditures.

Project Manager III

Education/Experience: Bachelor's degree with at least 10 years of relevant experience

Functional Responsibilities: Provides planning, direction, and coordination functions of a designated complex project to ensure contract performance requirements and objectives are accomplished. Directs activities of personnel on a specific project. Responsible for budget, schedule, and performance. Monitors and controls expenditures.

Project Manager II

Education/Experience: Bachelor's degree with at least 8 years of relevant experience

Functional Responsibilities: Provides planning, direction, and coordination functions of a designated project to ensure contract performance requirements and objectives are accomplished. Directs activities of personnel on a specific project. Responsible for budget, schedule, and performance. Monitors and controls expenditures.

Project Manager I

Education/Experience: Bachelor's degree with at least 5 years of relevant experience

Functional Responsibilities: Provides planning, direction, and coordination functions of a designated projects to ensure contract performance requirements and objectives are accomplished. Directs activities of personnel on a specific project. Responsible for budget, schedule, and performance. Monitors and controls expenditures.

Subject Matter Expert IV

Education/Experience: Bachelor's degree with at least 25 years of relevant experience

Functional Responsibilities: Provides advice in highly specialized technical, program, or project areas. Provides expert guidance and advice in the PES primary disciplines and functional specialties including but not limited to, engineering design, requirements analysis, feasibility analysis, studies.

Subject Matter Expert III

Education/Experience: Bachelor's degree with at least 20 years of relevant experience

Functional Responsibilities: Provides advice in highly specialized technical, program, or project areas. Provides expert guidance and advice in the PES primary disciplines and functional specialties including but not limited to, engineering design, requirements analysis, feasibility analysis, studies.

Subject Matter Expert II

Education/Experience: Bachelor's degree with at least 15 years of relevant experience

Functional Responsibilities: Provides advice in technical, program, or project areas. Provides expert guidance and

advice in the PES primary disciplines and functional specialties including but not limited to, engineering design, requirements analysis, feasibility analysis, studies.

Subject Matter Expert I

Education/Experience: Bachelor's degree with at least 10 years of relevant experience

Functional Responsibilities: Provides advice in technical, program, or project areas. Provides expert guidance and advice in the PES primary disciplines and functional specialties including but not limited to, engineering design, requirements analysis, feasibility analysis, studies.

Engineer/Analyst V

Education/Experience: Bachelor's degree with at least 15 years of relevant experience. Substitutions do not apply.

Functional Responsibilities: Plans, organizes, direct, and conducts strategic planning for highly specialized technical programs of extensive scope and complexity. The engineering problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. Has extensive technical responsibility for interpreting, organizing, executing, and coordinating assignments, including the direction of other staff.

Engineer/Analyst IV

Education/Experience: Bachelor's degree with at least 10 years of relevant experience. Substitutions do not apply.

Functional Responsibilities: Plans, organizes, direct, and conducts strategic planning for highly specialized technical programs of extensive scope and complexity. The engineering problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. Has extensive technical responsibility for interpreting, organizing, executing, and coordinating assignments, including the direction of other staff.

Engineer/Analyst III

Education/Experience: Bachelor's degree with at least 5 years of relevant experience. Substitutions do not apply.

Functional Responsibilities: Plans, organizes, direct, and conducts strategic planning for highly specialized technical programs. The engineering problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. Has moderate/extensive technical responsibility for interpreting, organizing, executing, and coordinating assignments, including the direction of other staff.

Engineer/Analyst II

Education/Experience: Bachelor's degree with at least 2 years of relevant experience. Substitutions do not apply.

Functional Responsibilities: Applies specialized knowledge of engineering disciplines and functional specialties in areas of assignments for strategic planning for high specialized technical programs or acquisition and life-cycle management services. Works under the general supervision of more senior engineer/analyst.

Engineer/Analyst I

Education/Experience: Bachelor's degree with at least 1 years of relevant experience. Substitutions do not apply.

Functional Responsibilities: Typically uses prescribed methods, performs specific and limited portions of broader assignments for high specialized technical programs or acquisition and life-cycle management services. Works under the supervision of more senior staff.

Substitutions

Master's degree substitutes for 2 years of experience and PhD substitutes for 4 years of experience. With a High School Diploma, 4 years of experience substitutes for a Bachelor's Degree, 6 years of experience substitutes for a Master's Degree and 8 years of experience substitutes for a PhD. With a Bachelor's Degree, 2 years of experience substitutes for a Master's Degree and 4 years of experience substitutes for a PhD. With a Master's degree, 2 years of experience substitutes for a PhD.