

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY AND SERVICE AUTHORIZED FEDERAL
SUPPLY SCHEDULE PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The INTERNET address GSA *Advantage!* is: GSAAAdvantage.gov.

Multiple Award Schedule (MAS)

Contract Number – GS-02F-0119Y

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Period – 4/12/2022 thru 4/11/2027

Contractor: The Ravens Group, Inc.

1910 Towne Centre Blvd, Suite 250

Annapolis, MD 21401

Telephone: 301-577-8585 Fax: 800-577-9097

<http://www.theravensgroup.com>

Small Business

INFORMATION FOR ORDERING ACTIVITIES:

1. Awarded Special Item Number:

SIN	SIN Title
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541612HC	Agency Human Capital Strategy, Policy and Operations
561EEO	EEO Services
561611	HR Support: Pre-Employment Background Investigations
624SS	Social Services, Professional Counseling and Veterans' Readjustment and Behavioral Health Services
541219	Budget and Financial Management Services
54151S	Information Technology Professional Services
ANCILLARY	Ancillary Supplies and Services
OLM	Order-Level Materials

- Maximum Order: \$1,000,000 USD
- Minimum Order: \$300 USD
- Geographic Coverage: Worldwide
- Points of Production: Same as company address
- Prices herein are net
- Quantity Discounts: None
- Prompt Payment Terms: Net 30
- Government purchase cards are accepted up to the micro-purchase threshold.
- Foreign Item: N/A
- Delivery Time: Specified on the Task Order

12. FOB Points: Destination

13. Ordering Address:

The Ravens Group, Inc.

1910 Towne Centre Blvd, Suite 250

Annapolis, MD 21401

14. Payment Address:

The Ravens Group, Inc.

1910 Towne Centre Blvd, Suite 250

Annapolis, MD 21401

15-16. N/A

17. Terms and conditions of Gov't Credit Cards:
The Ravens Group will negotiate acceptance of Government purchase cards for orders that exceed the micro-purchase threshold on a delivery order basis.

18-24. N/A.

25. DUNS #: 013778225

26. Central Contractor Registration:
CAGE/NCAGE Code: **1YKK9**

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SECTION 1

ABOUT THE RAVENS GROUP, INC.

The Ravens Group, an ISO9001:2015 certified, Center for Verification and Evaluation (CVE) verified Service-Disabled Veteran Owned Small Business (SDVOSB) was established in 2001 by Founder, President and Chief Executive Officer Joe N. Ballard, LTG, US Army (ret), PE. With over twenty years of success in Government contracting, The Ravens Group supports multiple Federal Agencies nationwide, using Deltek Costpoint accounting and project management software for all contracts to ensure the completion of streamlined, compliant finance and accounting requirements. The Ravens Group's fully operational Program Management Office (PMO) provides engaged project governance throughout all periods of performance, along with 24/7 communications availability for all clients. In addition to the General Service Administration (GSA) Multiple Award Schedule (MAS), The Ravens Group is a prime contract holder for the following schedules: General Service Administration (GSA) Temporary, Administrative and Professional Staffing (GS-07F-9303S) and United States Veterans Administration Professional and Allied Healthcare (V797D-50543).

SERVICE LISTINGS

541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

- Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

541612HC Agency Human Capital Strategy, Policy and Operations

- Professional services include but are not limited to development of effective human capital management strategies and enhanced policy. This Function contains the following Sub-Functions: A.1.1 Workforce Planning; A.1.2 Human Capital Strategy; A.1.3 Organizational Design and Position Classification; A.1.4 Diversity and Inclusion; A.1.5 Employee Engagement and Communications; A.1.6 Organizational Development(OPM\Federal Human Capital Business Reference Model)

561EEO EEO Services

- EEO Services may include but are not limited to providing investigation of Discrimination Complaints and Preparation of Reports of Investigation (includes individual Case/consolidated Case-One or Additional Issues, Continuing Violation, Online Reporting System, Additional Copies of Investigation Reports). Preparation of an Analysis and Recommended Final Agency Decision (FAD) in Discrimination Complaints, Inquiry, Resolution Attempt, and Preparation of an analysis and Recommended Final Agency Decision (FAD) on Allegations of Noncompliance With Settlement Agreements or Final Decisions, Resolution Attempt and Report of Inquiry Regarding Notices of Intent to Sue under Age Discrimination in Employment Act of 1967, as Amended, Alternative Dispute Resolution, Reference Materials relating to equal opportunity programs, EEO training and Consulting, EEO counseling (Individual and Class Complaint).

561611 HR Support: Pre-Employment Background Investigations

- A variety of timely pre-employment background investigations for persons seeking Federal Government employment are provided. Examples of pre-employment Screening support include but are not limited to: Provide background investigations (background checks) for potential or existing employees in accordance with applicable Federal, State and local regulations. Examples include: Verification of previous employers; salary histories; criminal records checks; education verification; and credit history checks. All investigative activities must be conducted in compliance with the Fair Credit Report Act as amended. Upon request, investigative services offered include Local Agency Check (LAC), National Agency Check with Local Agency Checks and credit checks (NACL), Single Scope Background Investigations (SSBI), SSBI - Periodic Reinvestigation (SSBI-PR) and Single Scope Background Investigations - Misconduct Investigations (SSBI-MI). These investigative services can support the authorized Department/Agencies in acquiring Reports of Investigation (ROI) in areas of public trust, national security and suitability investigations conducted by the Federal Government in compliance with appropriate sections of the United States Code (i.e. Title 5, Title 15), Executive Orders and requesting Department/Agency Directives, Policies and Procedures. Service providers must operate from a facility approved in accordance with the provisions of the National Industrial Security Program Operating Manual (NISPOM). Investigative Support Personnel and the Field Investigator staff must have active security clearances to the appropriate level as required by the customer Agency/Department.

624SS Social Services, Professional Counseling and Veterans' Readjustment and Behavioral Health Services

- Contractor provides comprehensive employee assistance and related social and behavioral health counseling and readjustment services including, but not limited to, traditional EAP, vocational and psychosocial rehabilitation, physical/occupational/educational therapy and outpatient recovery; personal and family support, wellness coaching, psychotherapy, including homeless counseling and placement services, emergency response and social advocacy services, educational and public health program administration, service registries (employment, daycare, etc);

legal, benefit/compensation consultation in the areas of individual and family personal and financial enhancement. Provides Telemental Health counseling services which augments treatment and improves patient access using Telehealth channels. Provides licensed and credentialed personnel who provide case management behavioral health support leading to improved patient centered outcomes in the evaluation, assessment, treatment and rehabilitation of identified patient population individuals (i.e. multi-tour war theater veterans; disaster victims; incarcerated individuals delivered either in-the-home, in community based facilities or in correctional facilities), telephonically, via remote video and/or via telehealth, web-based and/or social media channels - in areas including but not limited to, substance abuse disorder (SUD), suicide prevention, depression, military sexual trauma (MST), Post-Traumatic Stress Disorder (PTSD) and/or Traumatic Brain Injury (TBI) and/or Polytrauma. Services may be all inclusive, separate, short and/or long term, bundled or unbundled.

541219 Budget and Financial Management Services

- Services include accounting, budgeting, and complementary financial services such as: transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations, assessment and improvement of budget formulation and execution processes, special reviews to resolve budget formulation or budget execution issues, and technical assistance to improve budget preparation or execution processes.

54151S Information Technology Professional Services

- IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.

ANCILLARY Ancillary Supplies and Services

- Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule.

SECTION 2: LABOR CATEGORY DESCRIPTIONS

SIN	Labor Category	Labor Category/Service Description
541611; 541219	Accountant I	Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. May require an associate's degree in accounting and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
541611; 541219	Accountant II	Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. May require an associate's degree in accounting, finance and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on judgment and limited experience to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
541611; 541219	Accountant III	Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Requires a bachelor's degree in accounting, and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected.
541611; 541219	Accountant IV	Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Requires a bachelor's degree in accounting and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

541611; 541219	Accounting Clerk I	Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
541611; 541219	Accounting Clerk II	Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Requires a high school diploma or its equivalent and 2-5 years of related experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
541611; 541219	Accounting Clerk III	Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Requires a high school diploma or its equivalent and at least 5 years of related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.
541611; 541219	Accounting Supervisor	Responsible for the supervision of accounting professionals. Oversees calculating, posting, verifying, and typing duties to obtain and record financial data for use in maintaining accounting and statistical records. Leads most day to day operations of group. May require an associate's or bachelor's degree in area of specialty, and 4-6 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
54151S	Acquisition Program Analyst Jr., Sr.	<p>Services performed include, but are not limited to, applying management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements with an IT services/solutions-based scope. Analyzes operational activities to obtain a quantitative, 27 rational basis for decision making and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications. Senior staff manages, plans, and conducts major phases of significant projects. In general, work complexity and responsibility will be greater at higher levels.</p> <p>Education and Experience Level 1 - Bachelor's Degree and a minimum of 4 years of experience Level 2 - Bachelor's Degree and a minimum of 6 years of experience</p>

54151S	Acquisition Specialist	<p>Provides a broad range of back office services. Oversees the technology purchasing function. Plans and coordinates IT related equipment installations, moves, additions, and changes. Manages purchasing processes such as placing orders, tracking orders, and reconciling invoices. Plans, organizes, and coordinates all technology purchasing efforts. Establishes and maintains system for moving assets as they are distributed. Provides support in the areas of budget, billing, reporting, and financial management for IT initiatives. May support recruiting, benefits administration, and employee performance measurement programs</p> <p>Education and Experience Level 1 - Bachelor's Degree and a minimum of 4 years of experience</p>
541611; 541612HC; 561EEO; 561611; 624SS; 541219	Administrative Assistant	<p>In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials. Associate's Degree, 2-4 years experience.</p>
54151S; ANCILLARY	Administrative Assistant, Jr., Sr.	<p>Services performed include, but are not limited to, staff support services. Assists in budget preparation and financial control activities. Assists in the preparation of presentations and control of records, statistics, and reports regarding operations, financial tracking, and personnel changes using various databases and programs. Assists in the development of reports and presentations using software packages for word processing, spreadsheets, database, desktop publishing and graphics. Composes, prepares, edits and proofreads letters, reports and other correspondence. Administers client- specific programs, projects, and/or processes. Serves as liaison regarding administrative issues related to purchasing, personnel, facilities, and operations. Coordinates meetings and appointments between program manager, client, and external-parties. Resolves questions and problems and refers the most complex issues to higher levels. In general, work complexity and responsibility will be greater at higher levels. Education and Experience</p> <p>Level 1 - High School Diploma and a minimum of 1 years of experience Level 2 – High School Diploma and a minimum of 5 years of experience</p>
541611	Administrative Services Support	<p>Require an associate's degree or 2 years of relevant experience. Provides general research, direct administrative guidance and project support services to accomplish mission-oriented business projects. Provides technical and production support for the development of presentations, briefings or reports. Gathers and consolidates data from multiple sources. Prepares visual, and narrative presentation materials or other tasks assigned by project and consulting staff. Relies on experience and judgment to plan and accomplish goals.</p>
541611	Administrative Services Support Manager	<p>Requires an associate's degree in a related area or 5 years of experience. Organizes, directs and coordinates administrative support services for consulting and technical staff or directly for clients in project management, meeting/conference organization, report preparation, and project presentations, documentations and materials. Strong communication and client support skill required to interface with customer and provide information and feedback. Other related services. Relies on experience and judgment to plan and accomplish goals.</p>
54151S; ANCILLARY	Administrative Support Specialist, Jr., Mid, Sr.	<p>Performs secretarial work under general supervision. Types and proofreads. Maintains filing system. Answers telephones and routine requests, schedules meetings, mail distribution, and makes travel arrangements.</p> <p>Level 1 - High School Diploma and a minimum of 1 years of experience Level 2 – High School Diploma and a minimum of 3 years of experience Level 3 - Associate's Degree and a minimum of 4 or more years of experience</p>

54151S	Assistant Program Manager, Jr., Sr.	<p>Manages contract support operations for complex, mission-critical, and strategic programs which may involve multiple projects and groups of personnel at multiple locations. Utilizes proven leadership skills to organize, direct, and deploy resources with broad technical, business, and industry expertise. Oversees program budget, schedules and all aspect of financial management of the program. Effectively manages funds, personnel, production standards, and resources (equipment and facilities) and ensures quality and timely delivery of all contractual items. Serves as focal point of contract with client regarding all program activities. In general, work complexity and responsibility will be greater at higher levels.</p> <p>Education and Experience Level 1 - Bachelor's Degree and a minimum of 8 years of experience Level 2 - Bachelor's Degree and a minimum of 10 years of experience</p>
541611; 541612HC; 561EEO; 561611; 624SS	Attorney I	<p>Prepares and examines contracts involving leases, licenses, purchases, sales, insurance, etc. Provides legal advice to an organization, prepares resolutions and forms, and participates in major legal actions. Responsible for foreseeing and protecting company against legal risks. Must be a graduate of an accredited law school with 0-3 years of experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.</p>
541611; 541612HC; 561EEO; 561611; 624SS	Attorney II	<p>Prepares and examines contracts involving leases, licenses, purchases, sales, insurance, etc. Provides legal advice to an organization, prepares resolutions and forms, and participates in major legal actions. Responsible for foreseeing and protecting the company against legal risks. Must be a graduate of an accredited law school with 2-5 years of experience and admitted into the state bar. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected.</p>
541611; 541612HC; 561EEO; 561611; 624SS	Attorney III	<p>Prepares and examines contracts involving leases, licenses, purchases, sales, insurance, etc. Provides legal advice to an organization, prepares resolutions and forms, and participates in major legal actions. Responsible for foreseeing and protecting the company against legal risks. Must be a graduate of an accredited law school with 5-8 years of experience and admitted into the state bar. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.</p>
541611; 541219	Budget Analyst	<p>Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Requires an associate's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.</p>
541611; 541219	Budget Manager	<p>Directs and coordinates activities of personnel responsible for formulation, monitoring and presentation of budgets for controlling funds to implement program objectives of public and private organizations. Directs compilation of data based on statistical studies and analysis of past and current years to prepare budgets and to justify funds requested. Correlates appropriations for specific programs with appropriations for divisional programs and includes items for emergency funds. Reviews operating budgets periodically to analyze trends affecting budget needs. Requires a bachelor's degree and 5-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected.</p>

541611	Business Analyst	Requires a bachelor's degree with a minimum of 6 years experience. Responsible for identifying the business needs of organizations to help determine solutions to business problems. Responsible for requirements development and requirements management by eliciting, analyzing, validating and documenting the business, organizational and/or operational requirements. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.
541611	Business and Budget Analyst	Requires a bachelor's degree and minimum 2 years of relevant experience. Knowledge of commonly used concepts, practices and procedures within a particular field. Analyst must have strong written and computer skills and be able to support management and the project team in the completion of all project tasks. An understanding of the project scope and requirements is required and the ability to complete smaller tasks as assigned on budget and on schedule is required. Reviews, analyzes and evaluates business systems and user needs. Reviews expenditures and prepares operating budgets for various operations to ensure conformance to budgetary limits. Utilizes mission-oriented business consulting skill in analyzing routine management problems. Collects, compiles, presents, and evaluates data and information to support recommended courses of action or proposed solutions.
541611	Business Process Re-Engineering Analyst, Level IV	Requires a bachelor's degree with progressive experience of no less than 6 years in consulting with executive management and manages projects for organization transformation that require the application of reengineering, organizational, and operational change management approaches and information technology infrastructure redesign. Defines, plans and leads complex, enterprise-wide business reengineering engagements. Oversees business process reengineering projects, including defining executive project objectives, planning, project execution, recommendation development, and solution delivery planning. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.
541611	Business Process Re-Engineering Analyst, Level V	Requires a bachelor's degree with progressive experience of no less than 10 years in consulting with executive management and manages projects for organization transformation that require the application of reengineering, organizational, and operational change management approaches and information technology infrastructure redesign. Defines, plans and leads complex, enterprise-wide business reengineering engagements. Oversees business process reengineering projects, including defining executive project objectives, planning, project execution, recommendation development, and solution delivery planning. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.
541611; 541612HC; 561EEO; 561611; 624SS	Certified Occupational Therapist Assistant	The Certified Occupational Therapist Assistant assists in the administration of rehabilitative activities for patients with developmental, physical or emotional impairments. This person must pass a national certification examination, be familiar with standard concepts, practices and procedures within a particular field, rely on limited experience and judgment to plan and accomplish goals, perform a variety of tasks, and report to the occupational therapist.
541611; 541612HC; 561EEO; 561611; 624SS	Certified Physical Therapist Assistant	The Certified Physical Therapist Assistant administers procedures to patients to help reduce pain and improve mobility. This position usually requires an Associate's degree from accredited program and two years of experience. The incumbent must be familiar with standard concepts, practices and procedures within the physical therapy field. The Certified Physical Therapist Assistant performs a variety of tasks and utilizes limited experience and independent judgment to accomplish goals. A limited degree of creativity and latitude is required, and this person will report to the Physical Therapist.

<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Child Care Attendant</p>	<p>This incumbent organizes and leads activities of children in nursery schools, day care centers, and similar organizations, receives children from parents, noting any special instructions parents may provide, helps children remove outer garments, prepares play materials and ensures that play areas, equipment and toys are safe and sanitary, supervises play periods, organizes and participates in games, reads to children, distributes toys and play materials, and teaches children simple painting, drawing, handwork, songs and similar activities. This worker attends to physical needs of children, assists them to develop self-help skills, helps children to develop habits of caring for own clothing and picking up and putting away toys and books, and maintains discipline. Work includes the following: consoling upset or distressed children, directing rest periods, preparing and serving meals or snacks. The Child Care Attendant eats with children and observes food intake and needs of children, teaches table manners, and clears tables, ensures that children remain clean, and that each child leaves with parent or authorized individual. This worker may wash, dry, fold, and store bed linens, blankets and diapers. Must have a nationally recognized Child Development Associate (CDA) credential or the Child Care Professional (CCP) designation and 2-4 years experience.</p>
<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Child Care Center Clerk</p>	<p>This incumbent performs clerical and administrative support duties in childcare center that provides dependent care and preschool programs, enrolls children in day care and preschool programs, assists parents in completing enrollment forms, receives and confirms reservations by telephone, and assigns children to rooms. This clerk ensures space is available for regular and hourly patrons, greets patrons and helps children make transition to center environment, and remains alert to detect early signs of distress, abnormal behavior, or suspected illnesses or diseases in children. This clerk keeps enrollment records, ensures that enrollment forms including immunization records are updated, as necessary, compiles hourly and daily registration reports, compiles records of children who will be present for meals and snacks, advises cook of meal requests, updates reservation records, labels children's belongings, and ensures that parents fill out daily information or medication forms, if needed. This clerk collects fees for all aspects of center operation, calculates and posts all changes to patron's accounts, and balances total with control, records, prepares and safeguards cash receipts in accordance with applicable directives, prepares daily cashier's report per office guidelines, prepares daily activity report and, as required, a consolidated activity report, keeps daily attendance report. Orders and distributes supplies, and arranges meetings. The Children Center Clerk makes appointments for director or other staff members, greets and screens callers who contact the center either in person or by telephone and answers questions concerning such matters as fees and tuition; computes staff/child ratios and advises director when additional staff is needed, maintains lounge and work area in a clean and orderly manner, and contacts parents when a child becomes ill or injured. This clerk informs parents of incidents and prepares incident reports for parents' signatures, may open center in the morning and close it at night, and may serve as Child Care Attendant. Must have a nationally recognized Child Development Associate (CDA) credential or the Child Care Professional (CCP) designation and 2-4 years experience.</p>
<p>54151S</p>	<p>Communications Editor</p>	<p>Writes, prepares, and/or reviews articles and other media. Coordinates the preparation of publications and articles with various departments. Confirms facts and artwork including printer of typeface, size of type and measure of line and gives final approval. Makes sure all work follows editorial policies and standards. May guide and train low-level communications editor. A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Education and Experience Bachelor's degree and 7 years' experience</p>

<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Consultant II</p>	<p>Review, analyze, and evaluates business systems and user needs. Formulate systems to parallel overall business strategies. Write detailed description of user needs, program/project functions, and steps required to develop or modify programs and procedures. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Education and Experience: Prominent top-level technical/administrative professional with at least 8 years experience and Bachelor's Degree. Experienced in executive level management and leadership.</p>
<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Consultant III</p>	<p>Review, analyze, and evaluates business systems and user needs. Formulate systems to parallel overall business strategies. Write detailed description of user needs, program/project functions, and steps required to develop or modify programs and procedures. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Education and Experience: Prominent top-level technical/administrative professional with at least 12 years experience and a Bachelor's Degree. Experienced in senior executive level management and leadership ability.</p>
<p>541611; 541219</p>	<p>Contracts Specialist III</p>	<p>Develops a pre-negotiation position, determines the types of contracts and negotiation authority to be used, and prepares justification. Coordinates contract management activities consistent with Federal Acquisition Regulation guidance and contractual agreements. Interprets contract provisions, and provides appropriate advice and guidance, using mature judgment and defending all actions taken. Develops guidelines for use of staff and program offices, setting forth procurement lead-times for each type of requirement handled. Serves as Contracting Officer with responsibility for pre-award and post award contracting functions involving procurements. Advises program officials of the procurement objectives to be used and assists in the preparation of the statement of work. Should possess experience in leading and managing other acquisition professionals. Keeps the Director informed of progress in mission and prepares briefings on various vital procurement issues for presentation to higher officials. Education: BS/BA degree. An advanced degree or acquisition certification is preferred (CPCM, CACM, or certificate program).</p>
<p>541611</p>	<p>Convention and Meeting Manager</p>	<p>Manages the strategy and planning of meetings and special events for an organization. Provides guidance in the coordination of all amenities and accommodations at the event. Monitors and controls event budgets. Requires an associate's degree and at least 2 years of experience in the field or in a related area. Familiar with a variety of concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals.</p>
<p>541611; 561EEO; 624SS</p>	<p>Court Reporter</p>	<p>Records examination, testimony, judicial opinions, judge's charge to jury, judgment, or sentence of court, or other proceedings in court of law by manual or machine shorthand. Reads portions of transcript during trial on judge's request, and asks speakers to clarify inaudible statements. Transcribes recorded material, using typewriter, or dictates material into recording machine. Associate's Degree and training program certificate, 2-4 years experience.</p>
<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Director</p>	<p>Plans and directs all aspects of an organization's policies, objectives, and initiatives. Relies on experience and judgment to plan and accomplish goals. Education - Master's Degree in business, economics, engineering or related field and a certification in Human Resources Management; Experience – 8 to 10 years of experience directing major government procurements or programs.</p>

54151S	Education & Instruction Specialist	<p>Conducts the research necessary to develop and revise training courses. Prepares instructor materials, student materials course manuals, workbooks, handouts, completion certificates, and course critique forms. Trains personnel by conducting formal classroom courses, workshops, and seminars. Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement.</p> <p>Education and Experience Bachelor's degree and 3 years' experience</p>
541611; 541612HC; 561EEO; 561611; 624SS	Educational Technologist	<p>Performs tasks requiring use of IT solutions to advance the organization's goals by creating web-based training and online performance support. Guides and manages projects from inception to delivery. Identifies course objectives in collaboration with Program and Project Managers. Develops course format, exercises, and testing in collaboration with Subject Matter Experts. Organizes course into storyboards and scripts using best instructional design practices. Produces & edits courses using A/V production software. Gathers user feedback and incorporates improvements into content. Supports standards testing required prior to publishing course content in training and/or content management systems.</p> <p>Education and Experience Associate's degree and 4 years' experience</p>
541611; 541612HC; 561EEO; 624SS	EEO Manager	<p>Manages and coordinates activities of departmental personnel engaged in inspecting and investigating Equal Employment Opportunity/Affirmative Action issues or complaints to ensure compliance with Federal, State, or municipal laws, utilizing knowledge of agency's purposes, rules, regulations, procedures, and practices. Investigates complaints and/or assigns specific duties to inspectors and/or investigators either directly or through subordinate staff. A combination of over two years of directly related training and/or experience is typically required for carrying out the responsibilities for this job. This position typically reports to EEO Director and may have EEO Supervisor reporting to it; however, in smaller companies the manager may be the first level supervisor over subordinate staff. Prepares reports mandated by government agencies. Reviews agency's current workload status, schedules, and individual personnel assignments and expertise to establish priorities and to determine ability to accept and complete future commitments. Reviews work reports, papers, rulings, and other records prepared by subordinate personnel for clarity, completeness, accuracy, and conformance with agency policies. Routes approved reports and records to designated individuals for action or for information. May participate in or make initial and/or advanced level investigations, tests, or rulings. May testify in court and/or before control or review board. May be required to be certified in designated specialty area. Bachelor's Degree, at least 7 years experience.</p>
541611; 541612HC; 561EEO; 624SS	EEO Specialist	<p>Monitors company contracts to determine Equal Employment Opportunity/Affirmative Action requirements and to facilitate compliance with government agencies. Identifies potential areas of equal employment or diversity problems, studies equal opportunity complaints to clarify issues, and meets with personnel involved to counsel, arbitrate, and settle disputes. A combination of over two years of directly related training and/or experience is typically required for carrying out the responsibilities for this job.: Confers with supervisory personnel to verify or document alleged violations of law, such as failure to post notices, process grievances, or correct ethnic or other imbalances. Reviews contracts to determine company actions required to meet equal opportunity provisions of local, State, or Federal laws. Prepares report of findings and makes recommendations for corrective action. Participates with Personnel Manager in addressing and resolving issues involving company hiring and related personnel policies.</p> <p>Bachelor's Degree, 2-4 years experience.</p>

54151S	E-learning Producer	<p>Performs tasks requiring use of IT solutions to advance the organization's goals by creating web-based training and online performance support. Guides and manages projects from inception to delivery. Identifies course objectives in collaboration with Program and Project Managers. Develops course format, exercises, and testing in collaboration with Subject Matter Experts. Organizes course into storyboards and scripts using best instructional design practices. Produces & edits courses using A/V production software. Gathers user feedback and incorporates improvements into content. Supports standards testing required prior to publishing course content in training and/or content management systems.</p> <p>Education and Experience Associate's degree and 4 years' experience</p>
541611	Executive Strategy Director	<p>Requires a master's degree with progressive experience of no less than 15 years in directing, planning, and organizing a major technological operating segment or business area. Extensive experience in management or consulting at corporate or senior executive level. Able to perform independent consulting, mentor senior executives, or manage team of consultants in support of major client programs or corporate-wide efforts. Expertise and practical experience using broad spectrum of tools, techniques, and methods to resolve organizational and management issues. Manages executives of multiple, rapid hypothesis-based fact finding efforts. Balances potentially conflicting themes and objectives. Generates innovative approaches to address business problems. Relies on experience and judgment to plan and accomplish goals.</p>
541611; 541612HC; 561EEO; 561611; 624SS	Facilitator II	<p>Serves as the process facilitator with responsibility for the following: Provide process and group facilitation and project management support for selected teams chartered to design, develop and deploy operational and organizational contracting initiatives. Collaborates with Team Leaders to manage facilitation, process and team related activities efficiently and effectively; Structure and support the conduct of strong, results-oriented meeting/telecom sessions to meet expected outcomes and deliverables; Design and conduct facilitated sessions within a process-driven framework to evoke participation, stimulate creativity, manage group dynamics, enhance problem solving and decision making, and promote team building and conflict resolution; Apply structured analytical, problem solving, and systems thinking tools and techniques to enhance team's ability to produce quality products according to budget and schedule; and Develops and deploys strategies for building ACA capacity and knowledge of sound team/group process facilitation techniques and practices, including providing training on process facilitation tool and techniques to selected team leads and members. Education: B.A. or B.S. degree. Experience: 3 years of work experience and at least 1 year of demonstrated experience within the past year. Education: B.A. or B.S. degree. Experience: 3 years of work experience and at least 1 year of demonstrated experience within the past year.</p>
541611; 541612HC; 561EEO; 561611; 624SS	Facilitator III	<p>Serves as the process facilitator with responsibility for the following: Provide process and group facilitation and project management support for selected teams chartered to design, develop and deploy operational and organizational contracting initiatives. Collaborates with Team Leaders to manage facilitation, process and team related activities efficiently and effectively; Structure and support the conduct of strong, results-oriented meeting/telecom sessions to meet expected outcomes and deliverables; Design and conduct facilitated sessions within a process-driven framework to evoke participation, stimulate creativity, manage group dynamics, enhance problem solving and decision making, and promote team building and conflict resolution; Apply structured analytical, problem solving, and systems thinking tools and techniques to enhance team's ability to produce quality products according to budget and schedule; and Develops and deploys strategies for building ACA capacity and knowledge of sound team/group process facilitation techniques and practices, including providing training on process facilitation tool and techniques to selected team leads and members. Education: Master's Degree Experience: 6 years of work experience and at least 2 year of demonstrated experience within the past year.</p>

541611; 541612HC; 561EEO; 561611; 624SS	Family Readiness and Support Services Coordinator	This incumbent develops and implements a family support program. Provides support to families impacted by Aerospace Expeditionary Force (AEF) and other long and short-term mobilization assignments, communicates with families, involving them in activities that will assist during separation, and identifies family issues and demographic trends. This worker establishes and maintains formal agreements and relationships with federal state and local aid agencies, as well as an informal network with charitable, religious and human service group to establish deliver and promote family support and readiness, and resource needs. HS Diploma, 2-4 years experience.
541611; 541219	Financial Analysis Manager	Responsible for managing financial analysis projects and statistical studies. Projects may include evaluation of potential investments and divestitures as well as general economic outlooks. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Relies on experience and judgment to plan and accomplish goals. Manages financial analyst staff and typically reports to top management.
54151S	Financial Management/Budget Analyst, Jr., Sr.	Analyzes the organization's accounting records to determine financial resources required. Plans, analyzes, and prepares the organization's budget according to previous budget figures and estimated revenue. Makes recommendations for budget allocations to ensure conformance to budgetary limits. Maintains records and analyzes the difference between actual operating figures and estimated budget. Reviews operating budgets periodically to analyze trends affecting budget needs. Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature. Education and Experience Level 1 – Bachelor's degree and 4 years' experience Level 2 – Bachelor's degree and 7 years' experience
541611; 541612HC; 561EEO; 561611; 624SS; 541219	General Clerk I	This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task. HS Diploma, 0-2 years experience.
541611; 541612HC; 561EEO; 561611; 624SS; 541219	General Clerk II	This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others. HS Diploma, 2-4 years experience.
541611; 541612HC; 561EEO; 561611; 624SS; 541219	General Clerk III	This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. HS Diploma, at least 5 years experience.

54151S; ANCILLARY	General Clerk/Data Entry, Jr., Mid, Sr.	<p>Prepares source data for computer entry by compiling and sorting information; establishing entry priorities. Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution. Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format. Maintains data entry requirements by following data program techniques and procedures. Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data. Tests customer and account system changes and upgrades by inputting new data; reviewing output. Secures information by completing data base backups. Maintains operations by following policies and procedures; reporting needed changes. Maintains customer confidence and protects operations by keeping information confidential. Contributes to team effort by accomplishing related results as needed.</p> <p>Education and Experience Level 1 – High school diploma and up to 1 year experience Level 2 – High school diploma and 3 years' experience Level 3 – High school diploma and 5 years' experience</p>
54151S	Graphic Designer	<p>Creates publication cover designs, hand drawn, and computer-generated illustrations and graphics including tables, charts, logos and other artwork. Performs page layout for technical documents, newsletters, brochures, posters and other types of documents. Produces camera-ready copy in hard copy and/or electronic format for printing. Produces graphic art and visual materials for promotions, advertisements, films, presentations, packaging, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generates, manipulates, and integrates graphic images, animations, sound, text and video generated with automated tools into consolidated and seamless multimedia programs.</p> <p>Education and Experience Associate's degree and 3 years related experience</p>
541611	Graphics and Industrial Designer Specialist	<p>Requires an Associate's Degree with six years' experience developing illustrations for highly technical documentation; preparing finalized illustrations and displays for use in technical and administrative documents, or preparing visual presentation material.</p>
541611; 541612HC; 561611; 624SS	Housing Referral Assistant	<p>Provides housing information to an organization's employees moving to a new location. Contacts individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers, and Chambers of Commerce by phone and correspondence to obtain listings of rental or sale properties, possible future prospects of housing, and to develop a working relationship with the housing referral service. Compiles listings of houses, apartments, and mobile homes which may be rented and properties which may be purchased. Periodically, communicates with contacts to update listings. Ensures that property owners are in compliance with nondiscrimination policy. Counsels applicants with regard to special circumstances, e.g., medical or financial hardships, and availability of housing that will meet applicants' needs. Provides information regarding community services, e.g., schools, churches, transportation, hospitals, motels, and job information centers. Searches files, places telephone calls, and makes referrals. Furnishes information to inquirers interested in home purchase regarding locations, owners, agents, price ranges, loans and other related information. Maintains daily records of office activities, including number of applicants, number placed, and agents solicited or listed. Schedules appointments for housing inspectors. Prepares reports, as required, and replies to complaints, investigations, and letters of inquiry. High school/vocational school diploma or GED certificate, 2-4 years experience.</p>

<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>HR Planning & Management Analyst</p>	<p>Organizes competitive financial analysis and statistical studies. Provides financial oversight, leadership and support. Requires a bachelor's degree with a total of eight years experience applying knowledge of management functions, processes, and analytical methods or techniques is required. Experience should be related to work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analysis. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Requires use of automated management information systems in performing fact-finding, analytical, and advisory functions.</p>
<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Human Resources Advisor</p>	<p>Provides establishment personnel assistance in identifying, evaluating, and resolving human relations and work performance problems within establishment to facilitate communication and improve employee human relations skills and work performance. Talks informally with establishment personnel and attends meetings of managers, supervisors, and work units to facilitate effective interpersonal communication among participants and to ascertain human relations and work related problems that adversely affect employee morale and establishment productivity. Master's Degree with a combination of over two years of directly related training and/or experience is typically required for carrying out the responsibilities for this job. Evaluates human relations and work-related problems and meets with supervisors and managers to determine effective remediation techniques, such as job skill training or personal intervention, to resolve human relations issues among personnel. Develops and conducts training to instruct establishment managers, supervisors, and workers in human relations skills, such as supervisory skills, conflict resolution skills, interpersonal communication skills, and effective group interaction skills. Schedules individuals for technical job-related skills training to improve individual work performance. May participate in resolving labor relations issues. May assist in screening applicants for establishment training programs. May write employee newsletter. May operate audiovisual equipment to review or for giving presentations for training program.</p>
<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Human Resources Analyst</p>	<p>Performs professional level human resources work and carries out responsibilities in one or more functional areas, such as, staffing, employee relations, compensation, training, employment, labor relations, safety, affirmative action and employment equity programs, and personnel research. Advises employee and management personnel on the interpretation of personnel policies, programs, and procedures. Level of responsibility typically requires a degree in Human Resources.: Carries out administrative work involving the human resources functions and maintains related records. Ensures that programs are carried out in accordance with company's policies and procedures. Analyzes and provides advice to supervisors and managers on methods and approaches to resolve employee work problems. May make presentations to explain the purpose and goal and to seek compliance and understanding of human resources policies. May conduct research to determine the effectiveness of personnel programs and policies. May develop and propose improvement to policies, programs, and procedures to improve the effectiveness of human resources and operations. May have lead or professional responsibilities over lower level support and clerical personnel. May be responsible for implementing and evaluating revised human resources policies. Provides other human resources services as needed. Bachelor's Degree, at least 5 years experience.</p>
<p>541611; 541612HC; 561611; 624SS</p>	<p>Human Resources Assistant I</p>	<p>This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile. Associate's Degree, 0-2 years experience.</p>

<p>541611; 541612HC; 561611; 624SS</p>	<p>Human Resources Assistant II</p>	<p>This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally. Associate's Degree, 2-4 years experience.</p>
<p>541611; 541612HC; 561611; 624SS</p>	<p>Human Resources Assistant III</p>	<p>This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives. Associate's Degree, at least 5 years experience.</p>
<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Human Resources Generalist</p>	<p>Performs professional level human resources work and carries out responsibilities in one or more functional areas, such as, staffing, employee relations, compensation, training, employment, labor relations, safety, affirmative action and employment equity programs, and personnel research. Advises employee and management personnel on the interpretation of personnel policies, programs, and procedures. Level of responsibility typically requires a degree in Human Resources.: Carries out administrative work involving the human resources functions and maintains related records. Ensures that programs are carried out in accordance with company's policies and procedures. Analyzes and provides advice to supervisors and managers on methods and approaches to resolve employee work problems. May make presentations to explain the purpose and goal and to seek compliance and understanding of human resources policies. May conduct research to determine the effectiveness of personnel programs and policies. May develop and propose improvement to policies, programs, and procedures to improve the effectiveness of human resources and operations. May have lead or professional responsibilities over lower level support and clerical personnel. May be responsible for implementing and evaluating revised human resources policies. Provides other human resources services as needed. HS Diploma, 2-4 years experience.</p>

54151S	Information Assurance Analyst	<p>Services performed include, but are not limited to, designing, developing, engineering, and implementing integrated security system solutions that will ensure proprietary/confidential data and systems are protected. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security in the strategic design process to translate security and business requirements into technical designs. Configures and validates secure systems; tests security products and systems to detect security weakness. Conducts regular audits to ensure that systems are being operated securely, and computer security policies and procedures are being implemented as defined in security plans. Duties include architecture design, system/network analysis, vulnerability and risk assessments, and security assessment of hardware and software. Performs duties on tasks that require expertise in firewall, cyber, cloud computing, implementation/configuration, physical security analysis of facilities, security assessment/risk analysis, security design of local area networks and wide area networks, security analysis of network operating systems and applications, continuity of operations, planning, policy development and disaster recovery. In general, work complexity and responsibility will be greater at higher levels.</p> <p>Education and Experience Bachelor's degree and 5 years related experience</p>
54151S	Instructional Designer, Jr., Sr.	<p>Performs tasks related to development of new or modification of existing courseware and performance support tools. Determines learning objectives and task learning relationships, clusters learning events, organizes course content, and develops instruction design plans. Analyzes learning problems, selects teaching strategies using appropriate models, and develops formative evaluation plans using this information. Identifies training needs, presents recommendations, and delivers learning solutions to address performance gaps. Leverages instructional design and performance improvement processes to analyze, design, develop, implement and evaluate instructional material and performance improvement programs. Works with key stakeholders and subject matter experts to design and develop training interventions that incorporate best practices in behavioral and cognitive sciences to effectively address business and performance objectives.</p> <p>Education and Experience Level 1 – Bachelor's degree and 5 years' experience Level 2 – Bachelor's degree and 8 years' experience</p>
54151S	IT Specialist Jr., Mid, Sr.	<p>Services performed include, but are not limited to, specialized technical tasks in support of business operations and management of the IT infrastructure, including IT administration, hardware and software support, installation, configuration, maintenance, testing, security, electrical, mechanical, facilities, and help desk support. Assists in monitoring and responding to technical, hardware, software, and systems problems utilizing various tools and techniques. Assists in identifying and diagnosing problems and factors affecting performance in accordance with operating procedures and guidelines. Performs surveillance, testing, analysis, and maintenance of components. Responds to trouble calls and escalates problems following established protocol. Tracks problem resolution to completion. In general, work complexity and responsibility will be greater at higher levels.</p> <p>Education and Experience Level 1 – High School Diploma and a minimum of 3 years of experience Level 2 – Associate's degree or 1 year Technical Training and a minimum of 4 years of experience Level 3 – Bachelor's degree and a minimum of 4 years of experience</p>
54151S	Librarian	<p>Maintains a library's digital and printed collection of books, serials, documents, audiovisuals, or other materials, and assists groups and individuals in locating, obtaining and using materials. Responsible for the library's open source projects and procures licenses for digital content.</p> <p>Experience and Education Associate's degree and a minimum of 5 years' experience</p>

541611	Management and Planning Director	Shall have a combination of at least ten (10) years' experience and a bachelor's degree. Responsible for providing strategic direction, vision, leadership and program management. Contributes to organization direction through regular involvement with senior level client leadership and team members. Defines project objectives, structure and strategic direction. Assesses and develops policy to govern project activities; providing policy guidance to management, staff, and customers. Establishes metrics to measure and evaluate project performance.
54151S	Multimedia Programmer	Performs tasks related to the development and maintenance of any web-based infrastructure, virtual training materials and performance support tools. Uses all media appropriate to present information and analyze results of interactions or performance. Updates development team's knowledge of emerging industry or technology trends to support design specifications for training and performance support, recommends approaches or changes to current approaches to the multimedia environment, and troubleshoots issues with computer or information systems during key stakeholder and subject matter expert review. Provides test scenarios for verification of new content. Per specifications, updates website content, provides analysis for given metrics and trends, verifies solutions to requirements, tests website performance, and participates in review events. Education and Experience Bachelor's Degree and a minimum of 4 years of experience
541611; 541612HC; 561EEO; 561611; 624SS	Paralegal/Legal Assistant I	Work is performed under close supervision, with required assistance readily available. Consults prescribed sources of information for facts relating to matters of interest to the program. Reviews documents to extract selected data and information relating to specific items. Reviews and summarizes information in prescribed format on case precedent and decisions. Searches and extracts legal references in libraries and computer-data banks. Attends hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assists in the presentation of charts and other visual information. Associate's degree, 0-2 years.
541611; 541612HC; 561EEO; 561611; 624SS	Paralegal/Legal Assistant II	Exercises more independent judgment than at the level I position. Reviews case materials to become familiar with questions under consideration. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents. Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law. Interviews potential witnesses and prepares summary interview reports for the attorney's review. Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits. Verifies citations and legal references on prepared legal documents. Prepares summaries of testimony and depositions. Drafts and edits nonlegal memoranda, research reports and correspondence relating to cases. Associate's degree, 2-5 years experience.
541611; 541612HC; 561EEO; 561611; 624SS	Paralegal/Legal Assistant III	Participates in the sustentative development of cases. Analyzes and evaluates case files against litigation worthiness standards. Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys. Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity. Interviews relevant personnel and potential witnesses to gather information. Reviews and analyzes relevant statistics. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation. Consults with statistical experts on reliability evaluations. Testifies in court concerning relevant data. Bachelor's degree, 5-8 years experience.

<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Paralegal/Legal Assistant IV</p>	<p>Assists in the evaluation, development and litigation of cases. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns. Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation. Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems. Interviews potential witnesses for information and prepares witnesses for court appearances. Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results. Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files. Appears in court as a witness to testify concerning exhibits prepared supporting plaintiff's case as necessary. Bachelor's degree, 8 years of experience.</p>
<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Placement & Classification Specialist</p>	<p>Requires a bachelor's degree with 7 years of position classification experience in compensation and special pay plans for the federal workforce. Assists management and HR staff in the conduct of job analyses and provides classification services for various categories of federal employees. Develop advisory classification opinions for the full range of federal job titles, series, and grade. Must be qualified to develop plans, reorganization, activity realignment, and related reclassifications and pay determinations. Advice and support agency officials in classification appeals and related pay challenges and grievances. Conduct job audits for classification or organizational analysis purposes.</p>
<p>541611</p>	<p>Planning and Analysis Director</p>	<p>Requires a bachelor's degree with a total of ten years experience applying knowledge of management functions, processes, and analytical methods or techniques is required. Experience should be related to work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analysis. Requires use of automated management information systems in performing fact-finding, analytical, and advisory functions.</p>
<p>541611</p>	<p>Planning and Management Analyst</p>	<p>Requires a bachelor's degree with a total of eight years experience applying knowledge of management functions, processes, and analytical methods or techniques is required. Organizes competitive financial analysis and statistical studies. Provides financial oversight, leadership and support. Experience should be related to work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analysis. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Requires use of automated management information systems in performing fact-finding, analytical, and advisory functions.</p>
<p>54151S</p>	<p>Policy Analyst</p>	<p>Guides the development and management of policies and projects and organizations that are concerned with these policies. Work with existing policies to update them and make them relevant for those sectors that they effect. Compile and present information regarding policy issues to governments and policy makers in the form of briefs, maps, charts and reports. Advise government and related organizations on trends that may affect policy development, formulate options for policy development, and assess the impacts of particular policies. Education and Experience Bachelor's Degree and a minimum of 5 years of experience</p>

54151S	Program Analyst I-VI	<p>Services performed include, but are not limited to, applying management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements with an IT services/solutions-based scope. Analyzes operational activities to obtain a quantitative, rational basis for decision making and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications. Senior staff manages, plans, and conducts major phases of significant projects. In general, work complexity and responsibility will be greater at higher levels.</p> <p>Education and Experience</p> <p>Level 1 - : Associate's Degree and a minimum of 4 years of experience Level 2 - : Bachelor's Degree and a minimum of 4 years of experience Level 3 - Bachelor's Degree and a minimum of 7 years of experience Level 4 - Bachelor's Degree and a minimum of 9 years of experience Level 5 – Advanced Degree and a minimum of 7 years of experience Level 6 – Advanced Degree and a minimum of 10 years of experience</p>
541611; 541612HC; 561EEO; 561611; 624SS; 541219	Program Manager	<p>Requires a bachelor's degree with a total of ten years experience applying knowledge of management functions, processes, and analytical methods or techniques is required. Experience should be related to work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analysis. Requires use of automated management information systems in performing fact-finding, analytical, and advisory functions.</p>
541611; 541219	Program Manager II	<p>Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Requires a bachelor's degree and at least 10 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.</p>
54151S	Program Manager, Jr., Mid, Sr.	<p>Manages contract support operations for complex, mission-critical, and strategic programs which may involve multiple projects and groups of personnel at multiple locations. Utilizes proven leadership skills to organize, direct, and deploy resources with broad technical, business, and industry expertise. Oversees program budget, schedules and all aspect of financial management of the program. Effectively manages funds, personnel, production standards, and resources (equipment and facilities) and ensures quality and timely delivery of all contractual items. Serves as focal point of contract with client regarding all program activities. In general, work complexity and responsibility will be greater at higher levels.</p> <p>Education and Experience</p> <p>Level 1 - Bachelor's Degree and a minimum of 10 years of experience Level 2 - Bachelor's Degree and a minimum of 15 years of experience Level 3 – Advanced degree and a minimum of 15 or more years of experience</p>

541611; 541219	Project Manager	Requires a bachelor's degree with a minimum of six years of experience in managing day-to-day contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Project manager should have the capacity to fully manage project including management and supervision of staff, budget development and oversight, project deliverables and client communications. Responsible for oversight of day-to-day activities on project and responsible for the on-time, on-budget completion of project requirements. Project manager coordinates all project specific partners, affiliates and team members and reviews work for completeness and adherence to requirements. Additionally, delivers presentations, leads client meetings, and must have the ability to work independently.
541611; 541219	Project Manager III	Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
54151S	Project Manager I-VI (IT)	<p>Performs day-to-day management of delivery order projects, from original concept through final implementation. Utilizes proven skills in those technical areas addressed by the delivery order to analyze new and complex project related problems and create innovative solutions involving financial management, scheduling, technology, methodology, tools, and solution components. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Defines project scope and objectives including developing detailed work plans, schedules, project estimates, resource plans, status reports, and project and financial tracking and analysis. Conducts project meetings and ensures quality standards. Provides technical and strategic guidance to project team and reviews project deliverables. In general, work complexity and responsibility will be greater at higher levels. PMP certification or equivalent may be substituted for up to 2 years' experience.</p> <p>Education and Experience</p> <p>Level 1 - Bachelor's Degree and a minimum of 2 years of experience Level 2 - Bachelor's Degree and a minimum of 5 years of experience Level 3 - Bachelor's Degree and a minimum of 7 or more years of experience Level 4 - Bachelor's Degree and a minimum of 9 or more years of experience Level 5 - Advanced Degree and a minimum of 5 or more years of experience Level 6 - Advanced Degree and a minimum of 9 or more years of experience</p>
54151S	Requirements Analyst, Jr., Sr.	<p>Services performed include, but are not limited to, applying management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements with an IT services/solutions-based scope. Analyzes operational activities to obtain a quantitative, 27 rational basis for decision making and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications. Senior staff manages, plans, and conducts major phases of significant projects. In general, work complexity and responsibility will be greater at higher levels.</p> <p>Level 1 - Bachelor's Degree and a minimum of 4 years of experience Level 2 - Bachelor's Degree and a minimum of 6 years of experience</p>

54151S; ANCILLARY	Research Assistant, Jr., Mid, Sr.	<p>Performs tasks which support relevant research of a project. Conducts literature or other relevant research, supports the development of project deliverables such as position papers, guides and cognitive interview materials. Provides administrative research support. Maintains documents and records for assigned tasks. Utilizes external resources to supplement, organize and contribute to tasks and deliverables.</p> <p>Education and Experience Level 1 - High School Diploma and a minimum of 2 years of experience Level 2 – Associate’s degree and a minimum of 3 years of experience Level 3 - Associate’s Degree and a minimum of 5 or more years of experience</p>
54151S	Scientific Reviewer	<p>Services performed include, but are not limited to, engineering and scientific tasks in planning, development, production, operations and maintenance environments, which are broad in nature and are concerned with the design, development, layout, and testing of devices or systems. Plans and performs engineering/programming, scientific research, studies, and analysis that may include cloud based analytics and tool development; technology planning; applied systems architecture development and integration; applied requirements development; concept development; data structure design; systems and software design, application programming, script development, development and integration; test and evaluation; systems operation; control of systems and components; integrated logistics support; modeling and simulation; configuration management; systems and mission engineering; systems acquisition; and life-cycle management. In general, work complexity and responsibility will be greater at higher levels.</p> <p>Education and Experience Advanced Degree and a minimum of 10 years of experience</p>
541611; 541612HC; 561EEO; 561611; 624SS	Secretary I	<p>Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings. HS Diploma, 0-2 years experience. Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following:</p> <ol style="list-style-type: none"> a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters; b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms; c. Review materials prepared for supervisor's approval for typographical accuracy and proper format; d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Secretary II</p>	<p>Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor. HS Diploma, 2-4 years experience. Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:</p> <ol style="list-style-type: none"> a. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name; b. Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings; c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed; d. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff; e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.
<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Secretary III</p>	<p>Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues. HS Diploma, at least 5 years experience. Uses greater judgment and initiative to determine the approach or action to take in non-routine situations interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:</p> <ol style="list-style-type: none"> a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval; b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered; c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff; d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions; e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

54151S	Security Support Specialist	<p>Develops technical solutions including: information operations and analysis related to security intrusion analysis, systems & vulnerabilities, network security, advanced analytic tools, data visualization techniques. Establishes and satisfies complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity. Provides tactical information security advice and examining the ramifications of new technologies. Provides computer forensic support to high technology investigations. Identifies, reports, and resolves security violations. Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. Ensures that all information systems are functional and secure.</p> <p>Education and Experience Bachelor's degree and 5 years' experience</p>
541611	Senior Business and Budget Analyst	<p>Requires a bachelor's degree in business, finance, accounting or economics with eight years of related experience. Utilizes mission-oriented business consulting skills in analyzing enterprise problems. May perform analytical and evaluation tasks in functional areas such as business process reengineering, management systems, work flow redesign, organizational effectiveness, job redesign, compensation analysis or performance improvement. Prepares and conducts business analyses and studies, requirements and analysis/definition and cost/benefit analyses in an effort to align business solutions and initiatives. Prepares forecasts and analyzes requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Must be able to meet with customers, lead and facilitate meetings, gather and develop business and financial requirements and translate into working project plan for project delivery team.</p>
54151S	Solution Support Consultant	<p>Provides task-unique functional expertise and in-depth knowledge necessary to interpret requirements, ensure responsiveness and achieve successful performance in a particular business, operational, engineering, mathematics, or scientific area. Participates in all phases of the project lifecycle, as needed, and advises IT consultants with the extensive knowledge needed from the specialist for effective implementation. This labor 28 category is designed for other than Information Technology functional expertise, but the expertise is required to support an IT task. In general, work complexity and responsibility will be greater at higher levels.</p> <p>Education and Experience Bachelor's Degree and a minimum of 7 years of experience</p>
54151S	Strategic Planner	<p>Provide consulting to agency heads, directors, and senior managers on quality improvement, capital planning, architecture, business process reengineering and strategic implementation of information technology techniques. Designs, organizes, leads, and conducts executive level workshops, benchmarking, and surveys. Analyzes process and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts.</p> <p>Education and Experience Bachelor's degree and 10 years' experience</p>

54151S	Subject Matter Expert I-V (IT)	<p>Utilizes subject matter area expertise gained through direct industry experience to provide technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Guides the determination of IT, engineering, and business process inadequacies and deficiencies that affect the functional area's ability to support/meet organizational goals. Participates in strategy sessions, strategic assessments, and design reviews to validate enterprise approach and associated work products. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts. Recognized for strong expertise in industry issues and trends. In general, work complexity and responsibility will be greater at higher levels.</p> <p>Education and Experience Level 1 - Bachelor's Degree and a minimum of 5 years of experience Level 2 - Bachelor's Degree and a minimum of 7 years of experience Level 3 - Bachelor's Degree and a minimum of 10 years of experience Level 4 – Advanced Degree and a minimum of 10 or more years of experience Level 5 – Advanced Degree and a minimum of 15 or more years of experience</p>
541611; 541612HC; 561EEO; 561611; 624SS; 541219	Subject Matter Expert II	<p>Requires a bachelor's degree with progressive experience of no less than 8 years in providing expertise in a functional domain (e.g., security, finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). Position requires in-depth experience to qualify as an expert in the specialized area. If a particular functional area or technical discipline is considered "new" or "state of the art", then general experience in a related area may be substituted for the specific experience. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise such as Investigative tasks to collect and compile information or data conduct interviews, prepare investigative reports, analyze information.</p>
541611; 541612HC; 561EEO; 561611; 624SS; 541219	Subject Matter Expert III	<p>Requires a bachelor's degree with progressive experience of no less than 12 years in providing expertise in a functional domain (e.g., security, finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). Position requires in-depth experience to qualify as an expert in the specialized area. If a particular functional area or technical discipline is considered "new" or "state of the art", then general experience in a related area may be substituted for the specific experience. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise such as Investigative tasks to collect and compile information or data conduct interviews, prepare investigative reports, analyze information.</p>
541611; 541612HC; 561EEO; 561611; 624SS	Technical Instructor	<p>The Technical Instructor teaches one or more short courses in a technical trade or craft such as electricity, electronics, surveying, aircraft or ship fundamentals, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The incumbent teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. The Technical Instructor alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents. Bachelor's Degree, 2-4 years experience.</p>

<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Technical Instructor/Course Developer</p>	<p>The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve electronics, welding, or more highly technical areas such as radio and electronics repair or operation of weapons systems. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter), development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and while acting as the testing officer, the conducting of test analysis and development or revision of test items. Bachelor's Degree, at least 5 years experience.</p>
<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Technical Writer I</p>	<p>The Technical Writer I revises or writes standardized 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. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures. Bachelor's Degree, 0-2 years experience.</p>
<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Technical Writer II</p>	<p>In this capacity, the Technical Writer revises or writes material that is mostly standardized 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 incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details. This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures. Bachelor's Degree, 2-4 years experience.</p>

<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Technical Writer III</p>	<p>The Technical Writer III 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, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. The Technical Writer III studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures. Bachelor's Degree, 4-6 years experience.</p>
<p>54151S</p>	<p>Technical Writer, Jr., Mid, Sr.</p>	<p>Develops detailed user guides, reference manuals, program maintenance manuals, document coding manuals, and other forms of documentation for specific databases and application systems. Reviews and tests databases and application systems for ease of use, consistency, accuracy and responsiveness. Coordinates and organizes material gathered from other members of the technical staff and makes the necessary changes in format, as appropriate. Creates and edits technical material and documentation for grammar, organization and clarity. Writes, edits and/or prepares graphics presentation materials of technical information for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation accordingly. Produces requested studies such as requirements analyses, risk analyses, technology assessments, strategic and tactical planning, market surveys, budget reviews, etc. Prepares materials for use in training sessions and seminars. Provides oral and written status reports.</p> <p>Education and Experience Level 1 - Bachelor's Degree and a minimum of 3 years of experience Level 2 - Bachelor's Degree and a minimum of 4 years of experience Level 3 - Bachelor's Degree and a minimum of 5 years of experience</p>
<p>54151S</p>	<p>Technology Research Consultant</p>	<p>Services performed include, but are not limited to, applying management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements with an IT services/solutions-based scope. Analyzes operational activities to obtain a quantitative, 27 rational basis for decision making and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications. Senior staff manages, plans, and conducts major phases of significant projects. In general, work complexity and responsibility will be greater at higher levels.</p> <p>Education and Experience Bachelor's Degree and a minimum of 5 years of experience</p>

541611; 541612HC; 561EEO; 561611; 624SS	Test Proctor	Administers, supervises, or proctors tests. Administers make-up tests in conjunction with civilian institution programs when it has been clearly established that the student could not be present for normal in-class testing because of duty conflict or health reasons. Handles, stocks, safeguards, and administers testing materials in strict compliance with applicable regulations. Requires a High School Diploma.
54151S	Threat Intelligence Analyst	Provides support to EW threat assessment, and information assurance planning by evaluating adversary EW capabilities versus friendly vulnerabilities. Extracts pertinent EW data from various EW Databases and builds specialized EW databases in support of specific systems and military operations. Assists in the requirements definition and development of applicable database tools. Provides assistance in developing and fielding EW related systems. Provides input in assessing vulnerabilities, threats, threat actors, and motivations. Develops high quality assessments that provide an understanding and resolution to security related events. Assesses impact, determines probable damage, conducts computer forensics, and follow-on analysis to build historical and predictive capabilities. Analyzes CNO threat tactics, techniques and procedures (TTPs) and recommends mitigation strategies based on knowledge of the major IA products and services, an understanding of their limitations, and a working knowledge of the disciplines of IA. Overseas production of Intelligence Reports and Intelligence Preparation of the Environment (IPE) products. Applies knowledge of current IA and Intelligence policies, directives, and regulations to accomplish Intelligence production requirements. Provides technical direction and guidance to less experienced personnel. Education and Experience Bachelor's Degree and a minimum of 7 years of experience
54151S	Trainer (IT)	Develops and provides lesson plans, course outlines, and classroom materials to support presentations and/or instruction on business and technical subject matter. Provides stand-up course instruction as well as develops supporting curriculum materials. Experience and Education Associate's degree and 4 years' experience
541611; 541612HC; 561EEO; 561611; 624SS	Training Analyst	Researches and develops training programs for an organization. Develops methods and materials for training staff and may prepare curriculums including lectures, ideas for group discussions, demonstrations, and workshops. Evaluates training delivery, measures results, and recommends program changes. Must stay abreast of new training methods and determine relevancy to company employees. Requires a bachelor's degree in a related area and at least 5 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
541611; 541612HC; 561EEO; 561611; 624SS	Training Director	Develops the development and administration of organization training programs. Develops training objectives, strategies, policies, and programs. Directs the implementation of policies and procedures related to various training and educational programs for the employees of an organization. Directs and mentors staff of trainers. Typically reports to a Top Officer and has manager level reporting to this position. Investigates and evaluates a variety of in-house and outside training and educational programs. Conducts needs evaluation and designs curricula and courses to meet those needs. Liaises with management to ensure training and educational programs achieve corporate goals. Directs analysis and design of materials and programs and suggests enhancements. Ensures all new clerical and supervisory employees complete orientation/general instructional sessions. Prepares reports for management. Prepares and approves budgets and travel plans. May direct management trainee program. Bachelor's Degree, at least 10 years experience.

<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Training Manager</p>	<p>Manages the activities related to various training and educational programs for an organization. Assesses and identifies individual or group training needs, and administers plans, procedures, and programs to meet training needs. Prepares a variety of training aids and materials. A combination of over four years of directly related training and/or experience is typically required for carrying out the responsibilities for this job. Typically reports to director level and supervisory level reports to this position. Keeps informed of new training methods. Determines appropriateness of contracting with outside vendors to accomplish organization's training goals and objectives. Analyzes training program effectiveness and submits reports and recommendations to management. Prepares and approves budgets and travel plans. Recruits, hires, trains staff, evaluates employee performance, and recommends or initiates promotions, transfers, and disciplinary action. Bachelor's Degree, 8-10 years experience.</p>
<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Training Specialist</p>	<p>Develops and conducts training programs for employees of industrial, commercial, service, or government establishment. Confers with management to gain knowledge of work situations requiring training for employees to better understand changes in policies, procedures, regulations, and technologies. Formulates teaching outline and determines instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops. Conducts training sessions covering specified areas such as those concerned with new employee orientation, on-the-job training, use of computers and software, apprenticeship programs, sales techniques, safety and health practices, public relations, refresher training, promotional development, upgrading, retraining displaced workers, and leadership development. This is a professional level non-supervisory position and the level of responsibility typically requires a related degree from a college or university. Selects or develops teaching aids, such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Tests trainees to measure progress and to evaluate effectiveness of training. May select and coordinate training programs with outside vendors or professionals. May specialize in developing instructional software. Bachelor's Degree, 0-2 years experience.</p>
<p>54151S</p>	<p>Training Specialist I - V (IT)</p>	<p>Conducts the research necessary to develop and revise training courses. Prepares instructor materials, student materials course manuals, workbooks, handouts, completion certificates, and course critique forms. Trains personnel by conducting formal classroom courses, workshops, and seminars. Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement.</p> <p>Education and Experience</p> <p>Level 1 – Associate’s degree and 2 years’ experience Level 2 – Bachelor’s degree and 2 years’ experience Level 3 – Bachelor’s degree and 5 years’ experience Level 4 – Bachelor’s degree and 7 years’ experience Level 5 – Advanced degree and 7 years’ experience</p>

<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Training Supervisor</p>	<p>Supervises the activities related to various training and educational programs for an organization. Supervises staff of training and education specialists who organize and conduct training and educational programs for employee development, orientation, and on-the-job training. Assists in the development of training programs. A combination of over four years of directly related training and/or experience is typically required for carrying out the responsibilities for this job. Typically reports to manager level and is the first level of supervision. Determines training methods to be used, such as individual or group instruction, conferences, workshops, and demonstrations. Researches and develops handbooks, models, and other teaching aids. Evaluates employee test scores to measure training program effectiveness and reports findings to management. Recommends changes to improve program content, and works with management to achieve corporate training goals. Prepares and approves budgets and travel plans. May recruit, hire, train staff, evaluate employee performance, and recommend or initiate promotions, transfers, and disciplinary action. Bachelor's Degree, 4-6 years experience.</p>
<p>541611; 541612HC; 561EEO; 561611; 624SS</p>	<p>Tutor</p>	<p>This incumbent tutors students individually or in small groups. She/he may conduct a small amount of formal classroom instruction provided adequate experience is possessed in the subject being tutored. The Tutor does not normally prepare instructional programs or create lesson topic guides, but instead uses existing lesson plans and delivers any formal instruction from existing audio-visual and/or written material prepared by others. This worker may administer examinations or informal tests. This may require familiarity and experience in the field of instruction, but the incumbent can perform the required duties with no college education and approximately 30 to 90 days of training.</p>
<p>541611</p>	<p>Vice President/Strategy Officer</p>	<p>Requires a master's degree with progressive experience of no less than 13 years in related experience for directing, planning, and organizing a major technological operating segment or business area. Substantial management or consulting experience at executive level. Experience in facilitating group interaction for groups ranging from a small team of senior executives to corporate-wide integration and problem resolution. Capable of serving as an individual consultant in direct support of senior executives, a team leader in medium to large-scale performance improvement efforts or facilitator for client groups. Provides technical / administrative leadership and frequently serves as the final authority in field of specialty. Plans and controls resource requirements and allocates and controls resource utilization for area of responsibility. Recommends, reviews, and approves policies and procedures for group-wide and/or company-wide application. May serve as advisor on projects and programs, and works directly with senior level clients to set the project strategic agenda.</p>
<p>54151S</p>	<p>Web Content Developer, Jr., Sr.</p>	<p>Develops web page content based on interviews and other data provided; utilizes web page authoring system(s) to create layouts and coding. Applies HTML, JavaScript, ActiveX, AJAX, and state-of-the art tools to create dynamic web page designs. Designs and builds web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications.</p> <p>Education and Experience Level 1 – Associate's degree and 2 years' experience Level 2 – Bachelor's degree and 2 years' experience</p>

SINs: 54151S AND ANCILLARY

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education with the written approval of the ordering activity.

Degree	Experience Equivalence*	Other Equivalence
Associate's	1 year relevant experience	Vocational or technical training in work-related field
Bachelor's	Associate's degree + 2 years relevant experience, or 4 years relevant experience	Professional certification
Master's	Bachelor's + 2 years relevant experience, or Associate's + 4 years relevant experience	Professional license
Doctorate	Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience	Successful completion of each year of higher education that has not yet resulted in a degree may be counted 1-for-1 for a year of experience.

Service Contract Labor Standards/SCA (SCLS/SCA) Matrix

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

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Accounting Clerk I	01011 - Accounting Clerk I	2015-5637 Rev. 11 dated 12/26/2018
Accounting Clerk II	01012 - Accounting Clerk II	2015-5637 Rev. 11 dated 12/26/2018
Accounting Clerk III	01013 - Accounting Clerk III	2015-5637 Rev. 11 dated 12/26/2018
Administrative Assistant	01020 - Administrative Assistant	2015-5637 Rev. 11 dated 12/26/2018
General Clerk I	01111 - General Clerk I	2015-5637 Rev. 11 dated 12/26/2018
General Clerk II	01112 - General Clerk II	2015-5637 Rev. 11 dated 12/26/2018
General Clerk III	01113 - General Clerk III	2015-5637 Rev. 11 dated 12/26/2018

SECTION 3: COURSE DESCRIPTIONS

541612HC Agency Human Capital Strategy, Policy and Operations

Advanced Writing Skills (8) hour course

MIN – 10 MAX 20

This course is designed to enhance writing abilities in the ever-changing business climate. Learners will develop a greater understanding of the writing process for specific situations and master the basic components of written business documents (i.e., proposals, letters, e-mails, etc.). Learners will attain skills through interactive lectures and hands-on in class exercises. After successfully completing this course, learners will have enhanced their communication skills so that they are more skilled and confident in delivering a written product that is both informative and professionally correct. Learners will have an understanding of the simplicity in writing and be able to apply best practice writing approaches for conveying technical ideas, products and information in writing.

Anger Management (8) hour course

MIN – 10 MAX 20

This course provides participants with the skills needed to understand their anger; while simultaneously providing tips and tools to deal with anger. Attendees will learn to communicate their emotions and control acting on impulse. The course is interactive and will provide you with interesting information that makes you consider your feelings and actions towards others. Participants will be able to recognize anger symptoms and use coping mechanisms resolve, deflect or defer the symptoms and impact of anger in everyday life.

Budgets and Managing Money (16) hour course

MIN – 10 MAX 20

This comprehensive program covers all the fiscal terminology of corporate finance. From basic terminology through cash flow you will learn where money enters the organization, how to track funds and what you need to do to manage money. Regardless of your role, this course provides you with the vital skills needed to hold yourself and others accountable for the budget. You'll

be able to articulate the justifications for your actions in business terms. The course will cover the entire budgeting process. This is a **MUST** have course for anyone with budget responsibilities.

Business Etiquette (8) hour course

MIN – 10 MAX 20

This course provides participants with the skills needed socialize and network in any business setting. Crucial to interaction with executives, senior managers and peers; this course delves into the manners, office protocol and dining interactions. Participants will be able to deploy confidence and enthusiasm in their ability to socialize in any setting.

Civilian Resumes (5) hour course

MIN – 10 MAX 20

After successfully completing this course, learners will be able to review, summarize and articulate the employment history of perspective candidates. Learners will also recognize the proper civilian resume formats and understand the pros and cons of each.

Coaching (8) hour course

MIN – 10 MAX 20

This course provides participants with the vital skills needed to lead both people technical processes. Your team will be more cohesive, motivated and productive. You'll walk away with a teambuilding action plan you can launch immediately. Participants will be able to recognize their own unique skills set while learning to value the skills others possess. Centered around communication, attendees will value the need for feedback and learn to effectively drive the team towards common goals.

Communication Strategies (16) hour course

MIN – 10 MAX 20

This course provides you with the vital skills needed to work in a collaborative environment conducive to communication and the freedom of expression. Participants will learn to value every employee while exploring their preferred communication Style. A must have skill, every employee must know how to properly communicate.

Conflict Resolution (16) hour course

MIN – 10 MAX 20

Regardless of your role, this course provides you with the vital skills needed to work in a collaborative environment conducive to communication and the freedom of expression. Participants will learn to handle situations once you recognize the causes behind interpersonal conflict. This interactive course targets, the feelings and emotions that trigger conflict and provides the tools to resolve those triggers prior to escalation.

Critical Elements for Customer Service (12) hour course

MIN – 10 MAX 20

This course emphasizes the need to actively listen, communicate and engage your customers in a manner that expedites their needs and increases your productivity and efficiency. Designed for anyone who has an internal or external client facing position. This course enables participants to develop or improve your knowledge of your communication style while simultaneously learning and appreciating the dilemmas of others. These course enhancements will allow for enhanced collaboration and expose the improbable balance between business goals and people skills.

Dealing with Change Management (8) hour course

MIN – 10 MAX 20

Regardless of your role, this course provides you with the skills needed to navigate the change environment. Participants will learn the fundamentals of change management, the change process, and obstacles to changes. This workshop covers managing change while providing learners with the tools to adapt to change, coping with uncertainty, and moving forward.

Dealing with Difficult People (8) hour course

MIN – 10 MAX 20

This course provides the training essential for anyone who has to work with difficult people. The training helps you identify differences that lead to a tenuous environment and develop techniques to help you cope with anger and tackle hostility. Participants will learn the fundamentals of their own personality and how to contend with the lack of professionalism others may display. This workshop covers confrontation techniques and how to deal with difficulty in the workplace.

Delegating (8) hour-course

MIN – 10 MAX 20

This course teaches learners how to let go by providing opportunities for growth to the staff in which they manage. This module uses several learning techniques to explore delegation as a key skill necessary for effective managers. Learners will attain skills through interactive lectures and hands-on in class exercises. After successfully completing this course, learners will understand the importance of delegation and it will also provide immediate coaching and developmental techniques that are fundamental to delegating effectively. Learners will have the ability to empower and develop individuals as well as the competence in techniques to overcome resistance.

Developing High Performance Teams (24) hour course

MIN – 10 MAX 20

Through this interactive course, you will learn consistent theory to build and lead your team. You will learn the leadership skills critical to leadership and how to engage every member of your team. Using the twelve characteristics of a team, you will walk away empowered to lead

your team to greatness! Explore how to move past the limitations of individuals to promote synergy, understanding and group dynamics.

Effective Performance Reviews (24) hour course

MIN – 10 MAX 20

The course will provide an overview of the performance management process and develop a foundation for participants to build on once they return to the workplace. The goal of this course is to develop a basic understanding of the complex duties and responsibilities in aligning goals to performance. A MUST have course for anyone in a leadership role. The course will explore how to communicate at the executive level and disseminate tactical information back to the field. We will expound on the review process and how to motivate employees to achieving results. Designed for anyone in charge of performance, cost and delivery for their organization.

Facilitation Skills (16) hour course

MIN – 10 MAX 20

Meetings and business discussions are a crucial to an organization's decision-making process. Regardless of your role, this sixteen (16) hour course provides you with the vital skills needed to effectively lead. Participants will learn to facilitate meetings, discussions and consultations that will dramatically increase results, drive towards organizational goals and produce better courses of action.

Federal Resume (5) hour course

MIN – 10 MAX 20

After successfully completing this course, learners will be able to review, summarize and articulate the employment history of perspective candidates. Learners will also recognize the proper federal resume formats and understand the pros and cons of each.

Hiring Smart (16) hour course

MIN – 10 MAX 20

Explore the fundamentals of interviewing and avoid costly decisions. Participants will walk away prepared to conduct behavior based interviews based on a comprehensive assessment of the business need. This course provides attendees with the vital skills needed to source, interview and hire the best candidate. Participants will be exposed to the laws regarding interviewing and selection-equal employment opportunities, and tools and templates to ready them for real world experiences.

HR for the Non-HR Manager (16) hour course

MIN – 10 MAX 20

Explore the fundamentals of an HR generalist and avoid costly decisions. Participants will walk away prepared to conduct behavior based interviews, how to identify job needs and a robust

array of HR generalist skills. This course provides attendees with the vital skills needed to source, interview and hire the best candidate. Participants will be exposed to the laws regarding interviewing, compensation, benefits and selection-equal employment opportunities. Through exercises and interactive learning all attendees will leave with the tools and templates to ready them for real world experiences.

Interviewing Skills (5) hour course

MIN – 10 MAX 20

After successfully completing this course, learners will be able to apply techniques and strategies to lead an effective interview. Learners will also be able to identify the skills required for a successful interview and have the confidence needed to impress interviewees and candidates alike!

Leadership (24) hour course

MIN – 10 MAX 20

For new managers or those new to leading. This course is designed to promote interaction between the leader and his/her employees. For anyone who is ready to embrace the challenge of translating leadership into performance. Participants will be exposed to communication skills, change management, and how to effectively lead former peers. You will learn your preferences and discover how to offset your skill with the skills of others.

Managing Customer Service (12) hour course

MIN – 10 MAX 20

Explore the fundamentals strategy to increase generate revenue, keep loyal customers satisfied and promote a culture of service. This course provides attendees with the vital skills needed to engage existing customers, value current clients and empower them to provide solutions. Participants will be engaged in hands on activities to promote a team based approach to client service and delivery.

Managing Employee Performance (24) hour course

MIN – 10 MAX 20

Explore the fundamentals of staff development in a climate that mitigates risk. This twenty-four (24) hour course provides attendees with the vital skills needed to engage staff in their own development in tandem with business results. This workshop specifically targets the performance review process, and how your own personality influences your ability to work with and lead a team.

Marketing & Sales (8) hour course

MIN – 10 MAX 20

This course provides participants with the skills needed by marketing professionals. Through hands on activities, you will explore techniques for applying social media strategies, traditional

approaches, and innovative ideas to expose others to your products or services. Based on the book Grass Roots Marketing, we will guide you through researching consumer habits to mine the data you need to engage them and sustain satisfaction.

Meeting Management (8) hour course

MIN – 10 MAX 20

Meetings and business discussions are a crucial to an organization's decision-making process. Regardless of your role, this eight (8) hour course provides you with the vital skills needed to effectively lead a collaborative meeting that produces results. Participants will learn to facilitate meetings that will dramatically increase results, drive towards organizational goals and produce better courses of action.

Motivating Your Workforce (8) hour course

MIN – 10 MAX 20

Motivation is the reason people engage in particular behavior and directly influences the choices that they make. Beyond a paycheck, this course explores why people are motivated. This course will help supervisors and managers create a more dynamic, loyal, and energized workplace. It is designed specifically to aide busy managers and supervisors understand what employees want and how to harness that power to drive performance.

Negotiating for Results (8) hour course

MIN – 10 MAX 20

This course emphasizes the need to write in a tailored manner that will benefit your clients. We will explore methods that aide in identifying your audience and help you become a more confident and effective writer. Designed specifically for technical professionals, this course enables participants to develop or improve your knowledge of your communication style while simultaneously learning and appreciating the style of others. You will learn to avoid costly impasses and develop a win-win mind set to achieve results.

Problem Solving and Decision Making (16) hour course

MIN – 10 MAX 20

Staff will learn how to delve deeper into problem resolution. Employees will learn what their strengths are and how to avoid escalation with confidence! Participants will learn to view problems differently. The workshop introduces a structured approach to aide them in the identification, assessment and resolution of problems.

Project Management (24) hour course

MIN – 10 MAX 20

Designed specifically for those who want to become project managers or anyone who works closely with project managers. This course will refine your project management skills and aide you if you are seeking certification. Participants will be engaged in hands on activities and

experiential learning to gain valuable insight into project management. From definition to budgeting and tracking this is an excellent overview.

Public Speaking (16) hour course

MIN – 10 MAX 20

This course emphasizes the importance of using presentations to inform or expose others to your ideas. Designed specifically for technical professionals, this course enables participants to develop or improve presentation skills in a safe environment. You will learn how to convey your thought and ideas in a clear and succinct manner. This course is for anyone who has a need to present data to small or large groups.

Sales Presentations (8) hour course

MIN – 10 MAX 20

This course provides participants with the skills needed to display and present ideas and requests. Useful for anyone who needs to overcome objections to achieve results; this interactive course is a must have. Participants will be able to help their clients see beyond price in evaluating value and benefits.

Skills for the Administrative Assistant (8) hour course

MIN – 10 MAX 20

This course provides participants with the skills needed to master techniques for effective goal setting, prioritizing, planning, decision making, and relationship building. Learn how to communicate confidently and assertively with all members and levels of your team. A day in the life- This is a must have class for anyone who supports a team or individual. You will learn how to communicate effectively, prioritize and manage yourself and others to achieve results.

Speaking Under Pressure (16) hour course

MIN – 10 MAX 20

This workshop has been designed for those who are in positions where they must speak in front of audiences that are hostile or demanding. This material is also suitable for those who are relatively new speakers who want some encouragement to speak up in meetings or who want some training before they begin making presentations on behalf of the organization. Participants will learn to speak under pressure, or think on their feet, After this course, attendees will be able to quickly organize thoughts/ideas, and then convey them meaningfully to any audience This skill is transferable to formal speeches as well as every- day business situations.

Stress Management (8) hour course

MIN – 10 MAX 20

This course provides participants with the skills needed to understand and cope with work place stressors. Attendees will learn to identify the good and bad sources of stress and how to deal

with them. Participants will walk away with an action plan towards reducing the amount of negative stress and an understanding that even positive events can trigger stress.

Supervisor ABC's (16) hour course

MIN – 10 MAX 20

For new managers or those new to leading. This course is designed to promote interaction between the leader and his/her employees. For anyone who is ready to embrace the challenge of translating leadership into performance. Participants learn through hands on activities how to focus on critical management skills. The course provides the framework for productive interactions between team members and supervisors.

The Minute Takers Workshop (8) hour course

MIN – 10 MAX 20

This eight (8) hour course provides participants with the skills needed to master techniques for taking effective meeting notes. The goal of this course is to insure meetings are productive and worth the expense involved in gathering staff together.

The Professional Leader (24) hour course

MIN – 10 MAX 20

The goal of this course is to explore skill sets that define excellent leadership. The workshop will equip participants with core professional standards to build credibility and garner respect. This is an excellent course for anyone in a leadership role. The course will explore the mandatory documentation and written preparation that goes into building and leading a team. Designed for anyone in charge of performance, cost and delivery for their organization.

Time Management (8) hour course

MIN – 10 MAX 20

The course will cover effective time management strategies. A robust guide to leveraging planning guides, removing obstacles and alleviating the pressure of interruptions unique to technical supervisors. Designed specifically for technical professionals, this course enables participants to develop or improve knowledge of managing projects, individuals and your day. You will enjoy the challenge of exploring how YOU work best and what tools will assist you in achieving your goals

Train the Trainer (24) hour course

MIN – 10 MAX 20

You will learn the latest trends and techniques of adult learning and experience the best in industry for adult learners. For new trainers and those who have trained for years, this workshop will show you how to go beyond lecturing and begin transforming. Participants will be exposed to adult learning theories. Well beyond presenting, the goal of this course is to build your confidence in your ability to transfer knowledge and increase the skill of others.

Writing Reports and Proposals (16) hour course

MIN – 10 MAX 20

This course emphasizes the need to write in a tailored manner that will benefit your clients. We will explore methods that aid in identifying your audience and help you become a more confident and effective writer. Designed specifically for technical professionals, this course enables participants to develop or improve their knowledge of written communications. This class emphasizes writing in a manner that appeals to your peers while simultaneously authoring a message that the average consumer can also understand. Our frame work is essential for transparently reporting or authoring content applicable to all audiences. A must have course if English is not your native language; if you are in a technical field in which you must report on your products, services or ideas; or for anyone who would like to insure the quality and consistency of their writing.

Writing That Works (8) hour course

MIN – 10 MAX 20

This course will help identify the value of writing and conveying their thoughts and ideas. Participants will leave the workshop with the confidence to review and edit their own writing for content and grammar.

561EEO EEO Services

Diversity Socialization (16) hour course

MIN – 10 MAX 20

Participants will learn to identify policies and practices that create a diverse workforce by exploring the most common barriers that inhibit employment development: discrimination; stereotypes; poor career planning; unsupportive work environment; uncertainty in qualifications/performance; and lack of mentorship. This course explores the differences between harmless joking and harassment as well as the wrongful treatment of individuals due to their national origin, ethnicity or accent. This course enables participants to devise strategies for managing diversity within the workforce including: initiatives to change the organizational culture; policy revisions to support diverse needs; career planning and mentorship programs; and organizational communication on the vision, mission and values, as well as how they relate to diversity within the workforce. This course enables participants to: Detect the conduct of national origin discrimination within the workplace, including harassment and retaliation; and understand citizenship discrimination and workplace laws as they relate to employment decisions, policies and procedures, language barriers and accent discriminators.

Harassment And Retaliation In The Workplace (16) hour course

MIN – 10 MAX 20

This course explores the employer motives for taking adverse actions against their employees for filing charges of discrimination. The course defines the actions forbidden by the Equal Employment Opportunity Commission (EEOC). The course examines employees' rights in the workplace, including hiring, firing, assignments, promotions, training, pay, benefits and other terms or conditions of employment. This course enables participants to: Understand what is considered an adverse action when opposing a discriminatory practice and proceeding; recognize what is considered a protected activity when participating in an employment discrimination claim and proceeding; and know what is covered under the Equal Employment Opportunity law when opposing discrimination, harassment and retaliation.

Sexual Harassment in the Workplace (12) hour course

MIN – 10 MAX 20

This course clarifies when simple teasing and jokes cross the line and become sexual harassment that creates a hostile working environment for which employers are liable. Participants will examine current sexual harassment proceedings. This course enables participants to: determine whether conduct constitutes simple teasing or unwelcome advances; evaluate evidence of sexual harassment in verbal and body language; clarify whether or not the workplace is sexually hostile.

Valuing Disabled Employees (5) hour course

MIN – 10 MAX 20

This course provides a thorough study of the Americans With Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973. The course explores the Americans With Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973. Unfavorable treatment of the disabled is explored in terms of the law that requires employers to provide reasonable accommodations for disabled employees unless the accommodation causes significant hardship and/or expense.

Respecting All Ages: The Age Discrimination Act of 1967 (16) hour course

MIN – 10 MAX 20

This course explores Age Discrimination in Employment Act (ADEA), which protects individuals 40 years of age and older from experiencing discriminatory employment practices. The course examines discrimination based on age in the areas of hiring, firing, promoting, compensating, training, providing benefits and assigning tasks. This course examines the main components of the Age Discrimination in Employment Act (ADEA), including apprenticeship programs, job notices and advertisements, pre-employment inquiries, benefits and waivers of ADEA rights

Fair Labor Standard Act (FLSA), Family Medical Leave Act (FMLA) and Pregnancy Discrimination Act (16) hour course

MIN – 10 MAX 20

This course demonstrates that sexual harassment toward women goes beyond inappropriate comments or conduct. These three (3) Acts prohibit sexual discrimination toward women based

upon pregnancy, childbirth and related medical conditions regarding a woman's civil gender rights. This course covers the amended Title VII of the Civil Rights Act of 1964 with special emphasis on sexual discrimination to the Fair Labor Standard Act (FLSA), the Family Medical Leave Act (FMLA), and The Pregnancy Discrimination Act. This course provides a thorough immersion into the nuances of sexual discrimination, as well as employment policies and procedures concerning FLSA, FMLA and The Pregnancy Discrimination Act.

The Equal Pay Act of 1963 (16) hour course

MIN – 10 MAX 20

This course explores the prohibitions of wage discrimination, specifically between men and women in the same establishment who perform job assignments that require sustainability, equal skill, efforts and responsibility under similar working conditions. This course explores: Exemptions to the Equal Pay Act between minimum wage and maximum hour requirements; how exemptions work with certain employment agencies in retail, commercial, agricultural and service establishments; and which acts are prohibited in the transportation of goods.

Employee Privacy (16) hour course

MIN – 10 MAX 20

This course explores what constitutes the fair practices that govern the collection, maintenance, use and distribution of personal employee information that is maintained in a system under the employer's control. This course enables participants to: Understand employee responsibilities under the Privacy Act; learn how to handle and safeguard employee Privacy Act Records, including any confidential information on an individual employee; abide by Workplace Privacy Protections; and understand the rights of the employer to monitor employees via telephone, computer, electronic mail, voicemail and video.

The Genetic Information Non-Discrimination Act (GINA) (16) hour course

MIN – 10 MAX 20

The course examines Title II of the Genetic Information Non-Discrimination Act (GINA) of 2008 and its prohibition of the use of genetic information in making employment decisions. The course provides an examination of employee discrimination as a result of employers' use of genetic information from applicants/employees. This course enables participants to: Understand the full definition of genetic information; employ rules against acquiring genetic information; abide by the laws surrounding genetic discrimination; harassment; and retaliation under GINA; and adhere to the restrictions and confidentiality of genetic information.

Avoiding Wrongful Termination (16) hour course

MIN – 10 MAX 20

This course investigates wrongful termination with consideration to discrimination claims categorized by the Equal Employment Opportunity Commission (EEOC), including: gender; sex; national origin; race; age; disability; or multiple bases. This course enables participants to determine wrongful termination as it applies to Title VII of the Civil Rights Acts of 1964 and

1991, specifically regarding discrimination, harassment and retaliation in the seven EEOC categories.

Maintaining A Drug-Free Workplace (16) hour course

MIN – 10 MAX 20

The course examines the importance of encouraging and enforcing a drug-free workplace and the role it plays in promoting organizational success. The course explores the Drug-Free Workplace Act of 1988 and its requirements. This course enables participants to: Determine when and where to implement a Drug-Free Workplace; decide who is responsible for maintaining a drug-free workplace and offering tutorial programs; understand the connection between the Federal Acquisition Regulation (FAR) and the Drug-Free Workplace Program; and recognize which agencies offer grants that are covered by the Drug-Free Workplace Act.

Understanding Workers Compensation (16) hour course

MIN – 10 MAX 20

The course offers an analysis of the Department of Labor Office of Workers' Compensation Program's four major disability programs that provide wage replacement benefits, medical treatment, vocational rehabilitation and benefits to Federal employees and their dependents who are injured at work or who acquire an occupational disease. This course enables participants to: Identify which Federal agencies and employees are covered by the Federal Employees' Compensation Program; understand what the Federal Employees' Compensation Program includes and its benefits; know how to proceed when injured at work; understand how to locate a medical provider; understand the medical authorization process for billing; and gain knowledge of the State Workers Compensation Officials.

Understanding Unions (16) hour course

MIN – 10 MAX 20

This course clarifies the National Labor Relations Act as it pertains to employee unions and the organizations that are covered by the Act. Participants will explore Section 703 of Title VII and its prohibition of discrimination specifically aimed at employment agencies and labor unions. This course enables participants to: Distinguish when employment agencies and labor unions are subject to Title VII prohibitions; and explore the Title VII prohibitions against employment agencies

Disparate Treatment Analysis (16) hour course

MIN – 10 MAX 20

The course explores: the requisite elements for a prima facie case; the considerations of either direct or circumstantial evidence; the analysis of the agency's rebuttal; and the examination of an agency's pretext as its reason for complainant treatment. This course enables participants to: analyze the meaning of belonging to a protected group; and examine whether the complainant was treated adversely from other similarly situated employees not in any protected group.

Processing & Settlement of EEO Complaints (16) hour course

MIN – 10 MAX 20

The Department of Justice Office of Legal Counsel has affirmed the broad authority of agencies to settle EEO disputes by applying remedies a court could order should the case proceed to trial. This course examines the disputes and explores creative solutions for settlement. Participants learn the legal basis for employees having the right to enter into voluntary agreements. Participants also learn how under Title VII the Office of Legal Counsel and the Department of Justice control the decisional outcome of the case even if the Office of Personnel Management arrives at a contradictory conclusion.

EEO For New Counselors (40) hour course

MIN – 10 MAX 20

Participants will learn the roles and responsibilities of an EEO counselor and will gain basic knowledge of the laws, directives and regulations regarding the EEO complaint process. This course is designed for newly assigned counselors. Participants will learn: The forms of discrimination which include allegations of harassment and disparate treatment as well as reasonable accommodation and undue hardship.

EEO For New Investigators (40) hour course

MIN – 10 MAX 20

Participants will gain first-hand knowledge of an investigator's roles, procedures and policies. Participants will study a model investigative report and investigative summary. Participants will learn: EEO law; theories of discrimination; and interview techniques (e.g., using open-ended questions). Participants will also learn how to conduct investigations and how to produce quality reports.

EEO For Managers and Supervisors (16) hour course

MIN – 10 MAX 20

Participants will learn ways to prevent discrimination, how to enhance their ability to lead and how to maintain a diverse workforce. This course is intended for managers, supervisors and team leaders. This course enhances the performance of managers and supervisors by expanding their understanding of responsibilities and roles regarding EEOC laws, policies and directives.

Basic Mediation Skills (24) hour course

MIN – 10 MAX 20

Participants will learn the elements and principles of the mediation process. Participants will interact with one another in realistic training scenarios. Participants will gain a comprehensive understanding of the requisite basic skills in the mediation process.

Workforce Barrier Analysis (Management Directive MD-715) (24) hour course

MIN – 10 MAX 20

This course provides the barrier analysis process to include: Analysis and interpretation of workforce statistics found in MD-715 data tables; trigger identification; barrier analysis investigation; and organizing findings and preparing action plans designed to eliminate barriers. This course enables participants to thoroughly understand, identify and eliminate the very real barriers in the workplace that prevent advancement of the protected groups.

State of the Agency Report (Management Directive MD-715) (8) hour-course

MIN – 10 MAX 20

This course intended for all EEO personnel is a hands-on introduction to EEOC Management Directive 715 (MD-715). Participants will learn the six (6) essential elements of a model EEO program and will learn how to identify and eliminate program deficiencies. Participants will also be introduced to the Barrier Analysis Process. This course will enable participants to learn the six (6) essential elements of a model EEO Program and to identify program deficiencies.

Basic Writing for Reports (8) hour course

MIN – 10 MAX 20

This course teaches participants how to write clear, concise and complete reports. Participants will learn how to capture and address the concerns of others and to refine writing to create a final product. Participants will write an EEO Counselor's Report. The course is intended for all professionals who must write clear, concise and well organized reports. This course will provide step-by-step guidance on how to write a concise report, identify bases of complaint and summarize accurately.

SECTION 4: PRICE LIST

541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

		4/12/2022 - 4/11/2023	4/12/2023 - 4/11/2024	4/12/2024 - 4/11/2025	4/12/2025 - 4/11/2026	4/12/2026 - 4/11/2027
SIN	LABOR CATEGORIES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
541611	Accountant I	50.38	51.89	53.45	55.05	56.70
541611	Accountant II	61.58	63.43	65.33	67.29	69.31
541611	Accountant III	75.23	77.49	79.81	82.20	84.67
541611	Accountant IV	86.87	89.47	92.15	94.91	97.76
541611	Accounting Clerk I	38.79	39.96	41.16	42.39	43.66
541611	Accounting Clerk II	43.51	44.82	46.16	47.54	48.97
541611	Accounting Clerk III	46.43	47.83	49.26	50.74	52.26
541611	Accounting Supervisor	83.09	85.58	88.15	90.79	93.51
541611	Administrative Assistant	76.54	78.84	81.21	83.65	86.16
541611	Administrative Services Support	60.87	62.69	64.57	66.51	68.51
541611	Administrative Services Support Manager	78.69	81.05	83.48	85.98	88.56
541611	Attorney I	135.13	139.19	143.37	147.67	152.10
541611	Attorney II	171.03	176.16	181.44	186.88	192.49
541611	Attorney III	211.00	217.34	223.86	230.58	237.50
541611	Budget Analyst	58.66	60.42	62.23	64.10	66.02
541611	Budget Manager	115.86	119.33	122.91	126.60	130.40
541611	Business Analyst	96.54	99.43	102.41	105.48	108.64
541611	Business and Budget Analyst	60.77	62.59	64.47	66.40	68.39
541611	Business Process Re-Engineering Analyst, Level IV	103.60	106.70	109.90	113.20	116.60
541611	Business Process Re-Engineering Analyst, Level V	132.11	136.07	140.15	144.35	148.68
541611	Certified Occupational Therapist Assistant	70.04	72.14	74.30	76.53	78.83
541611	Certified Physical Therapist Assistant	65.22	67.18	69.20	71.28	73.42
541611	Child Care Attendant	38.11	39.25	40.43	41.64	42.89
541611	Child Care Center Clerk	46.30	47.69	49.12	50.59	52.11
541611	Consultant II	130.56	134.48	138.51	142.67	146.95
541611	Consultant III	168.42	173.47	178.67	184.03	189.55
541611	Contracts Specialist III	102.76	105.85	109.03	112.30	115.67

541611	Convention and Meeting Manager	56.74	58.44	60.19	62.00	63.86
541611	Court Reporter	70.02	72.12	74.28	76.51	78.81
541611	Director	293.61	302.41	311.48	320.82	330.44
541611	Educational Technologist	79.12	81.49	83.93	86.45	89.04
541611	EEO Manager	193.46	199.26	205.24	211.40	217.74
541611	EEO Specialist	119.11	122.69	126.37	130.16	134.06
541611	Executive Strategy Director	223.94	230.66	237.58	244.71	252.05
541611	Facilitator II	88.87	91.53	94.28	97.11	100.02
541611	Facilitator III	123.76	127.47	131.29	135.23	139.29
541611	Family Readiness and Support Services Coordinator	50.22	51.73	53.28	54.88	56.53
541611	Financial Analysis Manager	114.41	117.85	121.39	125.03	128.78
541611	General Clerk I	43.22	44.52	45.86	47.24	48.66
541611	General Clerk II	46.40	47.79	49.22	50.70	52.22
541611	General Clerk III	51.51	53.05	54.64	56.28	57.97
541611	Graphics and Industrial Designer Specialist	74.91	77.16	79.47	81.85	84.31
541611	Housing Referral Assistant	71.99	74.15	76.37	78.66	81.02
541611	HR Planning & Management Analyst	108.60	111.85	115.21	118.67	122.23
541611	Human Resources Advisor	153.78	158.39	163.14	168.03	173.07
541611	Human Resources Analyst	88.80	91.46	94.20	97.03	99.94
541611	Human Resources Assistant I	51.94	53.50	55.11	56.76	58.46
541611	Human Resources Assistant II	57.22	58.93	60.70	62.52	64.40
541611	Human Resources Assistant III	62.81	64.69	66.63	68.63	70.69
541611	Human Resources Generalist	84.92	87.47	90.09	92.79	95.57
541611	Management and Planning Director	158.84	163.61	168.52	173.58	178.79
541611	Paralega/Legal Assistant II	72.66	74.84	77.09	79.40	81.78
541611	Paralegal/Legal Assistant I	60.20	62.01	63.87	65.79	67.76
541611	Paralegal/Legal Assistant III	87.16	89.77	92.46	95.23	98.09
541611	Paralegal/Legal Assistant IV	103.73	106.84	110.05	113.35	116.75
541611	Placement & Classification Specialist	123.76	127.47	131.29	135.23	139.29
541611	Planning and Analysis Director	130.64	134.56	138.60	142.76	147.04
541611	Planning and Management Analyst	93.92	96.74	99.64	102.63	105.71
541611	Program Manager	151.07	155.60	160.27	165.08	170.03
541611	Program Manager II	155.94	160.61	165.43	170.39	175.50

541611	Project Manager	102.55	105.63	108.80	112.06	115.42
541611	Project Manager III	119.77	123.36	127.06	130.87	134.80
541611	Secretary I	59.32	61.10	62.93	64.82	66.76
541611	Secretary II	65.41	67.37	69.39	71.47	73.61
541611	Secretary III	71.99	74.15	76.37	78.66	81.02
541611	Senior Business and Budget Analyst	87.23	89.85	92.55	95.33	98.19
541611	Subject Matter Expert II	163.64	168.55	173.61	178.82	184.18
541611	Subject Matter Expert III	209.42	215.70	222.17	228.84	235.71
541611	Technical Instructor	71.20	73.33	75.53	77.80	80.13
541611	Technical Instructor/Course Developer	85.31	87.87	90.51	93.23	96.03
541611	Technical Writer I	65.78	67.75	69.78	71.87	74.03
541611	Technical Writer II	78.42	80.77	83.19	85.69	88.26
541611	Technical Writer III	93.05	95.84	98.72	101.68	104.73
541611	Test Proctor	58.99	60.76	62.58	64.46	66.39
541611	Training Analyst	105.27	108.43	111.68	115.03	118.48
541611	Training Director	232.09	239.05	246.22	253.61	261.22
541611	Training Manager	166.85	171.86	177.02	182.33	187.80
541611	Training Specialist	100.99	104.02	107.14	110.35	113.66
541611	Training Supervisor	153.90	158.52	163.28	168.18	173.23
541611	Tutor	58.99	60.76	62.58	64.46	66.39
541611	Vice President/Strategy Officer	164.57	169.51	174.60	179.84	185.24

541612HC Agency Human Capital Strategy, Policy and Operations

		4/12/2022 - 4/11/2023	4/12/2023 - 4/11/2024	4/12/2024 - 4/11/2025	4/12/2025 - 4/11/2026	4/12/2026 - 4/11/2027
SIN	LABOR CATEGORIES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
541612HC	Administrative Assistant	76.54	78.84	81.21	83.65	86.16
541612HC	Attorney I	135.13	139.19	143.37	147.67	152.10
541612HC	Attorney II	171.03	176.16	181.44	186.88	192.49
541612HC	Attorney III	211.00	217.34	223.86	230.58	237.50
541612HC	Certified Occupational Therapist Assistant	70.04	72.14	74.30	76.53	78.83
541612HC	Certified Physical Therapist Assistant	65.22	67.18	69.20	71.28	73.42
541612HC	Child Care Attendant	38.11	39.25	40.43	41.64	42.89
541612HC	Child Care Center Clerk	46.30	47.69	49.12	50.59	52.11
541612HC	Consultant II	130.56	134.48	138.51	142.67	146.95
541612HC	Consultant III	168.42	173.47	178.67	184.03	189.55
541612HC	Director	293.61	302.41	311.48	320.82	330.44
541612HC	Educational Technologist	79.12	81.49	83.93	86.45	89.04
541612HC	EEO Manager	193.46	199.26	205.24	211.40	217.74
541612HC	EEO Specialist	119.11	122.69	126.37	130.16	134.06
541612HC	Facilitator II	88.87	91.53	94.28	97.11	100.02
541612HC	Facilitator III	123.76	127.47	131.29	135.23	139.29
541612HC	Family Readiness and Support Services Coordinator	50.22	51.73	53.28	54.88	56.53
541612HC	General Clerk I	43.22	44.52	45.86	47.24	48.66
541612HC	General Clerk II	46.40	47.79	49.22	50.70	52.22
541612HC	General Clerk III	51.51	53.05	54.64	56.28	57.97
541612HC	Housing Referral Assistant	71.99	74.15	76.37	78.66	81.02
541612HC	HR Planning & Management Analyst	108.60	111.85	115.21	118.67	122.23
541612HC	Human Resources Advisor	153.78	158.39	163.14	168.03	173.07
541612HC	Human Resources Analyst	88.80	91.46	94.20	97.03	99.94
541612HC	Human Resources Assistant I	51.94	53.50	55.11	56.76	58.46
541612HC	Human Resources Assistant II	57.22	58.93	60.70	62.52	64.40
541612HC	Human Resources Assistant III	62.81	64.69	66.63	68.63	70.69
541612HC	Human Resources Generalist	84.92	87.47	90.09	92.79	95.57

541612HC	Paralega/Legal Assistant II	72.66	74.84	77.09	79.40	81.78
541612HC	Paralegal/Legal Assistant I	60.20	62.01	63.87	65.79	67.76
541612HC	Paralegal/Legal Assistant III	87.16	89.77	92.46	95.23	98.09
541612HC	Paralegal/Legal Assistant IV	103.73	106.84	110.05	113.35	116.75
541612HC	Placement & Classification Specialist	123.76	127.47	131.29	135.23	139.29
541612HC	Program Manager	151.07	155.60	160.27	165.08	170.03
541612HC	Secretary I	59.32	61.10	62.93	64.82	66.76
541612HC	Secretary II	65.41	67.37	69.39	71.47	73.61
541612HC	Secretary III	71.99	74.15	76.37	78.66	81.02
541612HC	Subject Matter Expert II	163.64	168.55	173.61	178.82	184.18
541612HC	Subject Matter Expert III	209.42	215.70	222.17	228.84	235.71
541612HC	Technical Instructor	71.20	73.33	75.53	77.80	80.13
541612HC	Technical Instructor/Course Developer	85.31	87.87	90.51	93.23	96.03
541612HC	Technical Writer I	65.78	67.75	69.78	71.87	74.03
541612HC	Technical Writer II	78.42	80.77	83.19	85.69	88.26
541612HC	Technical Writer III	93.05	95.84	98.72	101.68	104.73
541612HC	Test Proctor	58.99	60.76	62.58	64.46	66.39
541612HC	Training Analyst	105.27	108.43	111.68	115.03	118.48
541612HC	Training Director	232.09	239.05	246.22	253.61	261.22
541612HC	Training Manager	166.85	171.86	177.02	182.33	187.80
541612HC	Training Specialist	100.99	104.02	107.14	110.35	113.66
541612HC	Training Supervisor	153.90	158.52	163.28	168.18	173.23
541612HC	Tutor	58.99	60.76	62.58	64.46	66.39

561EEO EEO Services

SIN	LABOR CATEGORIES	4/12/2022 - 4/11/2023	4/12/2023 - 4/11/2024	4/12/2024 - 4/11/2025	4/12/2025 - 4/11/2026	4/12/2026 - 4/11/2027
		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
561EEO	Administrative Assistant	76.54	78.84	81.21	83.65	86.16
561EEO	Attorney I	135.13	139.19	143.37	147.67	152.10
561EEO	Attorney II	171.03	176.16	181.44	186.88	192.49
561EEO	Attorney III	211.00	217.34	223.86	230.58	237.50

561EEO	Certified Occupational Therapist Assistant	70.04	72.14	74.30	76.53	78.83
561EEO	Certified Physical Therapist Assistant	65.22	67.18	69.20	71.28	73.42
561EEO	Child Care Attendant	38.11	39.25	40.43	41.64	42.89
561EEO	Child Care Center Clerk	46.30	47.69	49.12	50.59	52.11
561EEO	Consultant II	130.56	134.48	138.51	142.67	146.95
561EEO	Consultant III	168.42	173.47	178.67	184.03	189.55
561EEO	Court Reporter	70.02	72.12	74.28	76.51	78.81
561EEO	Director	293.61	302.41	311.48	320.82	330.44
561EEO	Educational Technologist	79.12	81.49	83.93	86.45	89.04
561EEO	EEO Manager	193.46	199.26	205.24	211.40	217.74
561EEO	EEO Specialist	119.11	122.69	126.37	130.16	134.06
561EEO	Facilitator II	88.87	91.53	94.28	97.11	100.02
561EEO	Facilitator III	123.76	127.47	131.29	135.23	139.29
561EEO	Family Readiness and Support Services Coordinator	50.22	51.73	53.28	54.88	56.53
561EEO	General Clerk I	43.22	44.52	45.86	47.24	48.66
561EEO	General Clerk II	46.40	47.79	49.22	50.70	52.22
561EEO	General Clerk III	51.51	53.05	54.64	56.28	57.97
561EEO	HR Planning & Management Analyst	108.60	111.85	115.21	118.67	122.23
561EEO	Human Resources Advisor	153.78	158.39	163.14	168.03	173.07
561EEO	Human Resources Analyst	88.80	91.46	94.20	97.03	99.94
561EEO	Human Resources Generalist	84.92	87.47	90.09	92.79	95.57
561EEO	Paralegal/Legal Assistant II	72.66	74.84	77.09	79.40	81.78
561EEO	Paralegal/Legal Assistant I	60.20	62.01	63.87	65.79	67.76
561EEO	Paralegal/Legal Assistant III	87.16	89.77	92.46	95.23	98.09
561EEO	Paralegal/Legal Assistant IV	103.73	106.84	110.05	113.35	116.75
561EEO	Placement & Classification Specialist	123.76	127.47	131.29	135.23	139.29
561EEO	Program Manager	151.07	155.60	160.27	165.08	170.03
561EEO	Secretary I	59.32	61.10	62.93	64.82	66.76
561EEO	Secretary II	65.41	67.37	69.39	71.47	73.61
561EEO	Secretary III	71.99	74.15	76.37	78.66	81.02
561EEO	Subject Matter Expert II	163.64	168.55	173.61	178.82	184.18
561EEO	Subject Matter Expert III	209.42	215.70	222.17	228.84	235.71

561EEO	Technical Instructor	71.20	73.33	75.53	77.80	80.13
561EEO	Technical Instructor/Course Developer	85.31	87.87	90.51	93.23	96.03
561EEO	Technical Writer I	65.78	67.75	69.78	71.87	74.03
561EEO	Technical Writer II	78.42	80.77	83.19	85.69	88.26
561EEO	Technical Writer III	93.05	95.84	98.72	101.68	104.73
561EEO	Test Proctor	58.99	60.76	62.58	64.46	66.39
561EEO	Training Analyst	105.27	108.43	111.68	115.03	118.48
561EEO	Training Director	232.09	239.05	246.22	253.61	261.22
561EEO	Training Manager	166.85	171.86	177.02	182.33	187.80
561EEO	Training Specialist	100.99	104.02	107.14	110.35	113.66
561EEO	Training Supervisor	153.90	158.52	163.28	168.18	173.23
561EEO	Tutor	58.99	60.76	62.58	64.46	66.39

561EEO Case Services

			4/12/2022 - 4/11/2023	4/12/2023 - 4/11/2024	4/12/2024 - 4/11/2025	4/12/2025 - 4/11/2026	4/12/2026 - 4/11/2027
SIN	SERVICE	UNIT OF ISSUE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Investigation of Discrimination Complaints and Preparation of Reports of Investigation							
561EEO	Individual Case Complaints - Involving One (1) Issue	Case	4,921.24	5,068.88	5,220.95	5,377.58	5,538.90
561EEO	Individual Case Complaints - Per Additional Complaint Issue	Case	321.72	331.37	341.31	351.55	362.10
561EEO	Individual Case Complaints - Continuing Violation	Case	5,826.84	6,001.65	6,181.70	6,367.15	6,558.16
561EEO	Consolidated Case - One (1) Issue*	Case	5,826.84	6,001.65	6,181.70	6,367.15	6,558.16
561EEO	Consolidated Case - Per Additional Issue*	Case	321.72	331.37	341.31	351.55	362.10
561EEO	Consolidated Case - Continuing Violation*	Case	6,601.37	6,799.42	7,003.40	7,213.50	7,429.90
561EEO	Additional Copies of Investigation Reports (per page)	Copies	0.160	0.164	0.169	0.174	0.180
Preparation of an Analysis and Recommended Final Agency Decision (FAD) in Discrimination Complaints							
561EEO	Individual Case**	Case	2,144.86	2,209.21	2,275.48	2,343.75	2,414.06
561EEO	Consolidated Case**	Case	2,740.64	2,822.86	2,907.55	2,994.78	3,084.62
Alternative Dispute Resolution							
561EEO	Mediator	Hour	327.69	337.52	347.64	358.07	368.82
Misconduct Investigations							
561EEO	Misconduct Investigation	Hour	327.69	337.52	347.64	358.07	368.82
EEO Counseling							
561EEO	EEO Counselor	Hour	327.69	337.52	347.64	358.07	368.82
561EEO	EEO Counseling per case (Individual Case Only)	Case	2,597.65	2,675.58	2,755.85	2,838.53	2,923.68
<p>Price includes all costs of investigation and delivery of original plus 2 copies of investigative report. Additional copies are subject to additional costs.</p> <p>*Price is based on multiple complaints filed by the SAME Complainant. If case involves different Complainants, a 40% surcharge will be added to cover additional costs for labor, publication materials, and postage costs.</p> <p>**Prices for FADs where the case files are in excess of two volumes are subject to negotiation.</p>							

561611 HR Support: Pre-Employment Background Investigations

		4/12/2022 - 4/11/2023	4/12/2023 - 4/11/2024	4/12/2024 - 4/11/2025	4/12/2025 - 4/11/2026	4/12/2026 - 4/11/2027
SIN	LABOR CATEGORIES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
561611	Administrative Assistant	76.54	78.84	81.21	83.65	86.16
561611	Attorney I	135.13	139.19	143.37	147.67	152.10
561611	Attorney II	171.03	176.16	181.44	186.88	192.49
561611	Attorney III	211.00	217.34	223.86	230.58	237.50
561611	Certified Occupational Therapist Assistant	70.04	72.14	74.30	76.53	78.83
561611	Certified Physical Therapist Assistant	65.22	67.18	69.20	71.28	73.42
561611	Child Care Attendant	38.11	39.25	40.43	41.64	42.89
561611	Child Care Center Clerk	46.30	47.69	49.12	50.59	52.11
561611	Consultant II	130.56	134.48	138.51	142.67	146.95
561611	Consultant III	168.42	173.47	178.67	184.03	189.55
561611	Director	293.61	302.41	311.48	320.82	330.44
561611	Educational Technologist	79.12	81.49	83.93	86.45	89.04
561611	Facilitator II	88.87	91.53	94.28	97.11	100.02
561611	Facilitator III	123.76	127.47	131.29	135.23	139.29
561611	Family Readiness and Support Services Coordinator	50.22	51.73	53.28	54.88	56.53
561611	General Clerk I	43.22	44.52	45.86	47.24	48.66
561611	General Clerk II	46.40	47.79	49.22	50.70	52.22
561611	General Clerk III	51.51	53.05	54.64	56.28	57.97
561611	Housing Referral Assistant	71.99	74.15	76.37	78.66	81.02
561611	HR Planning & Management Analyst	108.60	111.85	115.21	118.67	122.23
561611	Human Resources Advisor	153.78	158.39	163.14	168.03	173.07
561611	Human Resources Analyst	88.80	91.46	94.20	97.03	99.94
561611	Human Resources Assistant I	51.94	53.50	55.11	56.76	58.46
561611	Human Resources Assistant II	57.22	58.93	60.70	62.52	64.40
561611	Human Resources Assistant III	62.81	64.69	66.63	68.63	70.69
561611	Human Resources Generalist	84.92	87.47	90.09	92.79	95.57
561611	Paralega/Legal Assistant II	72.66	74.84	77.09	79.40	81.78

561611	Paralegal/Legal Assistant I	60.20	62.01	63.87	65.79	67.76
561611	Paralegal/Legal Assistant III	87.16	89.77	92.46	95.23	98.09
561611	Paralegal/Legal Assistant IV	103.73	106.84	110.05	113.35	116.75
561611	Placement & Classification Specialist	123.76	127.47	131.29	135.23	139.29
561611	Program Manager	151.07	155.60	160.27	165.08	170.03
561611	Secretary I	59.32	61.10	62.93	64.82	66.76
561611	Secretary II	65.41	67.37	69.39	71.47	73.61
561611	Secretary III	71.99	74.15	76.37	78.66	81.02
561611	Subject Matter Expert II	163.64	168.55	173.61	178.82	184.18
561611	Subject Matter Expert III	209.42	215.70	222.17	228.84	235.71
561611	Technical Instructor	71.20	73.33	75.53	77.80	80.13
561611	Technical Instructor/Course Developer	85.31	87.87	90.51	93.23	96.03
561611	Technical Writer I	65.78	67.75	69.78	71.87	74.03
561611	Technical Writer II	78.42	80.77	83.19	85.69	88.26
561611	Technical Writer III	93.05	95.84	98.72	101.68	104.73
561611	Test Proctor	58.99	60.76	62.58	64.46	66.39
561611	Training Analyst	105.27	108.43	111.68	115.03	118.48
561611	Training Director	232.09	239.05	246.22	253.61	261.22
561611	Training Manager	166.85	171.86	177.02	182.33	187.80
561611	Training Specialist	100.99	104.02	107.14	110.35	113.66
561611	Training Supervisor	153.90	158.52	163.28	168.18	173.23
561611	Tutor	58.99	60.76	62.58	64.46	66.39

624SS Social Services, Professional Counseling and Veterans' Readjustment and Behavioral Health Services Employee Assistance

		4/12/2022 - 4/11/2023	4/12/2023 - 4/11/2024	4/12/2024 - 4/11/2025	4/12/2025 - 4/11/2026	4/12/2026 - 4/11/2027
SIN	LABOR CATEGORIES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
624SS	Administrative Assistant	76.54	78.84	81.21	83.65	86.16
624SS	Attorney I	135.13	139.19	143.37	147.67	152.10
624SS	Attorney II	171.03	176.16	181.44	186.88	192.49
624SS	Attorney III	211.00	217.34	223.86	230.58	237.50

624SS	Certified Occupational Therapist Assistant	70.04	72.14	74.30	76.53	78.83
624SS	Certified Physical Therapist Assistant	65.22	67.18	69.20	71.28	73.42
624SS	Child Care Attendant	38.11	39.25	40.43	41.64	42.89
624SS	Child Care Center Clerk	46.30	47.69	49.12	50.59	52.11
624SS	Consultant II	130.56	134.48	138.51	142.67	146.95
624SS	Consultant III	168.42	173.47	178.67	184.03	189.55
624SS	Court Reporter	70.02	72.12	74.28	76.51	78.81
624SS	Director	293.61	302.41	311.48	320.82	330.44
624SS	Educational Technologist	79.12	81.49	83.93	86.45	89.04
624SS	EEO Manager	193.46	199.26	205.24	211.40	217.74
624SS	EEO Specialist	119.11	122.69	126.37	130.16	134.06
624SS	Facilitator II	88.87	91.53	94.28	97.11	100.02
624SS	Facilitator III	123.76	127.47	131.29	135.23	139.29
624SS	Family Readiness and Support Services Coordinator	50.22	51.73	53.28	54.88	56.53
624SS	General Clerk I	43.22	44.52	45.86	47.24	48.66
624SS	General Clerk II	46.40	47.79	49.22	50.70	52.22
624SS	General Clerk III	51.51	53.05	54.64	56.28	57.97
624SS	Housing Referral Assistant	71.99	74.15	76.37	78.66	81.02
624SS	HR Planning & Management Analyst	108.60	111.85	115.21	118.67	122.23
624SS	Human Resources Advisor	153.78	158.39	163.14	168.03	173.07
624SS	Human Resources Analyst	88.80	91.46	94.20	97.03	99.94
624SS	Human Resources Assistant I	51.94	53.50	55.11	56.76	58.46
624SS	Human Resources Assistant II	57.22	58.93	60.70	62.52	64.40
624SS	Human Resources Assistant III	62.81	64.69	66.63	68.63	70.69
624SS	Human Resources Generalist	84.92	87.47	90.09	92.79	95.57
624SS	Paralegal/Legal Assistant II	72.66	74.84	77.09	79.40	81.78
624SS	Paralegal/Legal Assistant I	60.20	62.01	63.87	65.79	67.76
624SS	Paralegal/Legal Assistant III	87.16	89.77	92.46	95.23	98.09
624SS	Paralegal/Legal Assistant IV	103.73	106.84	110.05	113.35	116.75
624SS	Placement & Classification Specialist	123.76	127.47	131.29	135.23	139.29
624SS	Program Manager	151.07	155.60	160.27	165.08	170.03
624SS	Secretary I	59.32	61.10	62.93	64.82	66.76

624SS	Secretary II	65.41	67.37	69.39	71.47	73.61
624SS	Secretary III	71.99	74.15	76.37	78.66	81.02
624SS	Subject Matter Expert II	163.64	168.55	173.61	178.82	184.18
624SS	Subject Matter Expert III	209.42	215.70	222.17	228.84	235.71
624SS	Technical Instructor	71.20	73.33	75.53	77.80	80.13
624SS	Technical Instructor/Course Developer	85.31	87.87	90.51	93.23	96.03
624SS	Technical Writer I	65.78	67.75	69.78	71.87	74.03
624SS	Technical Writer II	78.42	80.77	83.19	85.69	88.26
624SS	Technical Writer III	93.05	95.84	98.72	101.68	104.73
624SS	Test Proctor	58.99	60.76	62.58	64.46	66.39
624SS	Training Analyst	105.27	108.43	111.68	115.03	118.48
624SS	Training Director	232.09	239.05	246.22	253.61	261.22
624SS	Training Manager	166.85	171.86	177.02	182.33	187.80
624SS	Training Specialist	100.99	104.02	107.14	110.35	113.66
624SS	Training Supervisor	153.90	158.52	163.28	168.18	173.23
624SS	Tutor	58.99	60.76	62.58	64.46	66.39

541219 Budget and Financial Management Services

SIN	LABOR CATEGORIES	4/12/2022 - 4/11/2023	4/12/2023 - 4/11/2024	4/12/2024 - 4/11/2025	4/12/2025 - 4/11/2026	4/12/2026 - 4/11/2027
		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
541219	Accountant I	50.38	51.89	53.45	55.05	56.70
541219	Accountant II	61.58	63.43	65.33	67.29	69.31
541219	Accountant III	75.23	77.49	79.81	82.20	84.67
541219	Accountant IV	86.87	89.47	92.15	94.91	97.76
541219	Accounting Clerk I	38.79	39.96	41.16	42.39	43.66
541219	Accounting Clerk II	43.51	44.82	46.16	47.54	48.97
541219	Accounting Clerk III	46.43	47.83	49.26	50.74	52.26
541219	Accounting Supervisor	83.09	85.58	88.15	90.79	93.51
541219	Administrative Assistant	76.54	78.84	81.21	83.65	86.16
541219	Budget Analyst	58.66	60.42	62.23	64.10	66.02
541219	Budget Manager	115.86	119.33	122.91	126.60	130.40

541219	Contracts Specialist III	102.76	105.85	109.03	112.30	115.67
541219	Financial Analysis Manager	114.41	117.85	121.39	125.03	128.78
541219	General Clerk I	43.22	44.52	45.86	47.24	48.66
541219	General Clerk II	46.40	47.79	49.22	50.70	52.22
541219	General Clerk III	51.51	53.05	54.64	56.28	57.97
541219	Program Manager	151.07	155.60	160.27	165.08	170.03
541219	Program Manager II	155.94	160.61	165.43	170.39	175.50
541219	Project Manager	102.55	105.63	108.80	112.06	115.42
541219	Project Manager III	119.77	123.36	127.06	130.87	134.80
541219	Subject Matter Expert II	163.64	168.55	173.61	178.82	184.18
541219	Subject Matter Expert III	209.42	215.70	222.17	228.84	235.71

54151S Information Technology Professional Services

		4/12/2022 - 4/11/2023	4/12/2023 - 4/11/2024	4/12/2024 - 4/11/2025	4/12/2025 - 4/11/2026	4/12/2026 - 4/11/2027
SIN	LABOR CATEGORIES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
54151S	Acquisition Program Analyst, Jr.	59.12	60.90	62.73	64.61	66.55
54151S	Acquisition Program Analyst, Sr.	74.82	77.06	79.37	81.75	84.20
54151S	Acquisition Specialist	91.58	94.33	97.16	100.07	103.07
54151S	Administrative Assistant, Jr.	68.13	70.17	72.28	74.45	76.68
54151S	Administrative Assistant, Sr.	70.56	72.68	74.86	77.11	79.42
54151S	Administrative Support Specialist, Jr.	59.43	61.22	63.06	64.95	66.90
54151S	Administrative Support Specialist, Mid	60.31	62.12	63.98	65.90	67.88
54151S	Administrative Support Specialist, Sr.	62.52	64.39	66.32	68.31	70.36
54151S	Assistant Program Manager, Jr.	140.27	144.48	148.81	153.27	157.87
54151S	Assistant Program Manager, Sr.	144.59	148.93	153.40	158.00	162.74
54151S	Communications Editor	105.80	108.98	112.25	115.62	119.09
54151S	Education & Instruction Specialist	59.68	61.47	63.31	65.21	67.17
54151S	E-learning Producer	84.57	87.11	89.72	92.41	95.18
54151S	Financial Management/Budget Analyst, Jr.	52.69	54.27	55.90	57.58	59.31
54151S	Financial Management/Budget Analyst, Sr.	76.95	79.26	81.64	84.09	86.61
54151S	General Clerk/Data Entry, Jr.	40.18	41.39	42.63	43.91	45.23

54151S	General Clerk/Data Entry, Mid	42.12	43.39	44.69	46.03	47.41
54151S	General Clerk/Data Entry, Sr.	45.40	46.76	48.16	49.60	51.09
54151S	Graphic Designer	52.44	54.01	55.63	57.30	59.02
54151S	Information Assurance Analyst	75.40	77.66	79.99	82.39	84.86
54151S	Instructional Designer, Jr.	86.71	89.31	91.99	94.75	97.59
54151S	Instructional Designer, Sr.	106.42	109.61	112.90	116.29	119.78
54151S	IT Specialist, Jr.	63.99	65.91	67.89	69.93	72.03
54151S	IT Specialist, Mid	64.12	66.05	68.03	70.07	72.17
54151S	IT Specialist, Sr.	126.35	130.14	134.04	138.06	142.20
54151S	Librarian	65.10	67.05	69.06	71.13	73.26
54151S	Multimedia Programmer	83.73	86.24	88.83	91.49	94.23
54151S	Policy Analyst	127.41	131.23	135.17	139.23	143.41
54151S	Program Analyst I	64.66	66.60	68.60	70.66	72.78
54151S	Program Analyst II	73.84	76.06	78.34	80.69	83.11
54151S	Program Analyst III	83.97	86.49	89.08	91.75	94.50
54151S	Program Analyst IV	85.88	88.46	91.11	93.84	96.66
54151S	Program Analyst V	96.10	98.98	101.95	105.01	108.16
54151S	Program Analyst VI	99.89	102.89	105.98	109.16	112.43
54151S	Program Manager, Jr.	158.20	162.94	167.83	172.86	178.05
54151S	Program Manager, Mid	162.31	167.18	172.20	177.37	182.69
54151S	Program Manager, Sr.	167.31	172.33	177.50	182.83	188.31
54151S	Project Manager I	67.89	69.93	72.03	74.19	76.42
54151S	Project Manager II	95.63	98.50	101.46	104.50	107.64
54151S	Project Manager III	108.27	111.52	114.87	118.32	121.87
54151S	Project Manager IV	112.60	115.98	119.46	123.04	126.73
54151S	Project Manager V	152.36	156.93	161.64	166.49	171.48
54151S	Project Manager VI	157.10	161.81	166.66	171.66	176.81
54151S	Requirements Analyst, Jr.	68.01	70.05	72.15	74.31	76.54
54151S	Requirements Analyst, Sr.	88.57	91.22	93.96	96.78	99.68
54151S	Research Assistant, Jr.	39.15	40.32	41.53	42.78	44.06
54151S	Research Assistant, Mid	52.96	54.55	56.19	57.88	59.62
54151S	Research Assistant, Sr.	55.52	57.19	58.91	60.68	62.50

54151S	Scientific Reviewer	95.53	98.39	101.34	104.38	107.51
54151S	Security Support Specialist	60.04	61.84	63.70	65.61	67.58
54151S	Solution Support Consultant	71.14	73.27	75.47	77.73	80.06
54151S	Strategic Planner	92.51	95.29	98.15	101.09	104.12
54151S	Subject Matter Expert I	141.07	145.31	149.67	154.16	158.78
54151S	Subject Matter Expert II	156.68	161.38	166.22	171.21	176.35
54151S	Subject Matter Expert III	161.54	166.38	171.37	176.51	181.81
54151S	Subject Matter Expert IV	166.39	171.38	176.52	181.82	187.27
54151S	Subject Matter Expert V	244.40	251.73	259.28	267.06	275.07
54151S	Technical Writer, Jr.	52.64	54.22	55.85	57.53	59.26
54151S	Technical Writer, Mid	88.66	91.32	94.06	96.88	99.79
54151S	Technical Writer, Sr.	104.29	107.42	110.64	113.96	117.38
54151S	Technology Research Consultant	105.49	108.66	111.92	115.28	118.74
54151S	Threat Intelligence Analyst	92.33	95.10	97.95	100.89	103.92
54151S	Trainer	65.73	67.70	69.73	71.82	73.97
54151S	Training Specialist I	66.51	68.50	70.56	72.68	74.86
54151S	Training Specialist II	68.33	70.37	72.48	74.65	76.89
54151S	Training Specialist III	69.74	71.83	73.98	76.20	78.49
54151S	Training Specialist IV	88.43	91.08	93.81	96.62	99.52
54151S	Training Specialist V	93.66	96.47	99.36	102.34	105.41
54151S	Web Content Developer, Jr.	58.75	60.51	62.33	64.20	66.13
54151S	Web Content Developer, Sr.	107.20	110.42	113.73	117.14	120.65

ANCILLARY Ancillary Supplies and Services

		4/12/2022 - 4/11/2023	4/12/2023 - 4/11/2024	4/12/2024 - 4/11/2025	4/12/2025 - 4/11/2026	4/12/2026 - 4/11/2027
SIN	LABOR CATEGORIES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ANCILLARY	Administrative Assistant, Jr.	68.13	70.17	72.28	74.45	76.68
ANCILLARY	Administrative Assistant, Sr.	70.56	72.68	74.86	77.11	79.42
ANCILLARY	Administrative Support Specialist, Jr.	59.43	61.22	63.06	64.95	66.90
ANCILLARY	Administrative Support Specialist, Mid	60.31	62.12	63.98	65.90	67.88
ANCILLARY	Administrative Support Specialist, Sr.	62.52	64.39	66.32	68.31	70.36

ANCILLARY	General Clerk/Data Entry, Jr.	40.18	41.39	42.63	43.91	45.23
ANCILLARY	General Clerk/Data Entry, Mid	42.12	43.39	44.69	46.03	47.41
ANCILLARY	General Clerk/Data Entry, Sr.	45.40	46.76	48.16	49.60	51.09
ANCILLARY	Research Assistant, Jr.	39.15	40.32	41.53	42.78	44.06
ANCILLARY	Research Assistant, Mid	52.96	54.55	56.19	57.88	59.62
ANCILLARY	Research Assistant, Sr.	55.52	57.19	58.91	60.68	62.50

COURSE INVENTORY LIST

Price base+A2:H53d on per class minimum of 10 students and maximum of 20 students.			4/12/2022 - 4/11/2023	4/12/2023 - 4/11/2024	4/12/2024 - 4/11/2025	4/12/2025 - 4/11/2026	4/12/2026 - 4/11/2027
SIN	LABOR CATEGORIES	# OF HOURS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
541612HC	Advanced Writing Skills	8	7,471.83	7,695.98	7,926.86	8,164.67	8,409.60
541612HC	Anger Management	8	7,471.83	7,695.98	7,926.86	8,164.67	8,409.60
541612HC	Budgets and Managing Money	16	14,220.02	14,646.62	15,086.02	15,538.60	16,004.76
541612HC	Business Etiquette	8	7,471.83	7,695.98	7,926.86	8,164.67	8,409.60
541612HC	Civilian Resume	5	4,986.22	5,135.80	5,289.88	5,448.57	5,612.03
541612HC	Coaching	8	7,471.83	7,695.98	7,926.86	8,164.67	8,409.60
541612HC	Communication Strategies	16	14,220.02	14,646.62	15,086.02	15,538.60	16,004.76
541612HC	Conflict Resolution	16	14,220.02	14,646.62	15,086.02	15,538.60	16,004.76
541612HC	Critical Elements of Customer Service	12	10,788.99	11,112.66	11,446.04	11,789.42	12,143.10
541612HC	Dealing With Change Management	8	7,471.83	7,695.98	7,926.86	8,164.67	8,409.60
541612HC	Dealing with Difficult People	8	7,471.83	7,695.98	7,926.86	8,164.67	8,409.60
541612HC	Delegating	8	7,471.83	7,695.98	7,926.86	8,164.67	8,409.60
541612HC	Developing High Performance Teams	24	20,982.22	21,611.69	22,260.04	22,927.84	23,615.68
541612HC	Effective Performance Reviews	24	20,982.22	21,611.69	22,260.04	22,927.84	23,615.68
541612HC	Facilitation Skills	16	14,220.02	14,646.62	15,086.02	15,538.60	16,004.76
541612HC	Federal Resume	5	4,986.22	5,135.80	5,289.88	5,448.57	5,612.03
541612HC	Hiring Smart	16	14,220.02	14,646.62	15,086.02	15,538.60	16,004.76
541612HC	HR for the Non-HR Manager	16	14,220.02	14,646.62	15,086.02	15,538.60	16,004.76
541612HC	Interviewing Skills	5	4,986.22	5,135.80	5,289.88	5,448.57	5,612.03
541612HC	Leadership	24	20,982.22	21,611.69	22,260.04	22,927.84	23,615.68
541612HC	Managing Customer Service	12	10,788.99	11,112.66	11,446.04	11,789.42	12,143.10

541612HC	Managing Employee Performance	24	20,982.22	21,611.69	22,260.04	22,927.84	23,615.68
541612HC	Marketing and Sales	8	7,471.83	7,695.98	7,926.86	8,164.67	8,409.60
541612HC	Meeting Management	8	7,471.83	7,695.98	7,926.86	8,164.67	8,409.60
541612HC	Motivating Your Workforce	8	7,471.83	7,695.98	7,926.86	8,164.67	8,409.60
541612HC	Negotiating for Results	8	7,471.83	7,695.98	7,926.86	8,164.67	8,409.60
541612HC	Problem Solving and Decision Making	16	14,220.02	14,646.62	15,086.02	15,538.60	16,004.76
541612HC	Project Management	24	20,982.22	21,611.69	22,260.04	22,927.84	23,615.68
541612HC	Public Speaking	16	14,220.02	14,646.62	15,086.02	15,538.60	16,004.76
541612HC	Sales Presentations	8	7,471.83	7,695.98	7,926.86	8,164.67	8,409.60
541612HC	Skills for the Administrative Assistant	8	7,471.83	7,695.98	7,926.86	8,164.67	8,409.60
541612HC	Speaking Under Pressure	16	14,220.02	14,646.62	15,086.02	15,538.60	16,004.76
541612HC	Stress Management	8	7,471.83	7,695.98	7,926.86	8,164.67	8,409.60
541612HC	Supervisor ABC's	16	14,220.02	14,646.62	15,086.02	15,538.60	16,004.76
541612HC	The Minute-Takers Workshop	8	7,471.83	7,695.98	7,926.86	8,164.67	8,409.60
541612HC	The Professional Leader	24	20,982.22	21,611.69	22,260.04	22,927.84	23,615.68
541612HC	Time Management	8	7,471.83	7,695.98	7,926.86	8,164.67	8,409.60
541612HC	Train the Trainer	24	20,982.22	21,611.69	22,260.04	22,927.84	23,615.68
541612HC	Writing Reports and Proposals	16	14,220.02	14,646.62	15,086.02	15,538.60	16,004.76
541612HC	Writing that Works	8	7,471.83	7,695.98	7,926.86	8,164.67	8,409.60
561EEO	Diversity Socialization	16	16,869.99	17,376.09	17,897.38	18,434.30	18,987.33
561EEO	Harassment and Retaliation in the Workplace	16	16,869.99	17,376.09	17,897.38	18,434.30	18,987.33
561EEO	Sexual Harassment in the Workplace	12	12,775.06	13,158.32	13,553.07	13,959.66	14,378.45
561EEO	Valuing Disabled Employees	5	5,702.51	5,873.58	6,049.79	6,231.28	6,418.22
561EEO	Respecting All Ages: The Age Discrimination Act of 1967	4	4,819.16	4,963.74	5,112.65	5,266.03	5,424.01
561EEO	FLSA, FMLA and The Pregnancy Discrimination Act	4	4,819.16	4,963.74	5,112.65	5,266.03	5,424.01
561EEO	The Equal Pay Act of 1963	4	4,819.16	4,963.74	5,112.65	5,266.03	5,424.01
561EEO	Employees Privacy	4	4,819.16	4,963.74	5,112.65	5,266.03	5,424.01
561EEO	The Genetic Information Non-Discrimination Act "GINA"	4	4,819.16	4,963.74	5,112.65	5,266.03	5,424.01
561EEO	Avoiding Wrongful Termination	16	16,869.99	17,376.09	17,897.38	18,434.30	18,987.33
561EEO	Maintaining a Drug-Free Workplace	16	16,869.99	17,376.09	17,897.38	18,434.30	18,987.33
561EEO	Understanding Workers Compensation	16	16,869.99	17,376.09	17,897.38	18,434.30	18,987.33

561EEO	Understanding Unions	16	16,869.99	17,376.09	17,897.38	18,434.30	18,987.33
561EEO	Disparate Treatment Analysis	16	16,869.99	17,376.09	17,897.38	18,434.30	18,987.33
561EEO	Processing & Settlement of EEO Complaints	16	16,869.99	17,376.09	17,897.38	18,434.30	18,987.33
561EEO	EEO for New Counselors	40	41,201.94	42,438.00	43,711.13	45,022.47	46,373.14
561EEO	EEO for New Investigators	40	41,201.94	42,438.00	43,711.13	45,022.47	46,373.14
561EEO	EEO for Managers and Supervisors	16	16,869.99	17,376.09	17,897.38	18,434.30	18,987.33
561EEO	Basic Mediation Skills	24	24,962.83	25,711.71	26,483.07	27,277.56	28,095.88
561EEO	Workforce Barrier Analysis (Management Directive MD-715)	24	24,962.83	25,711.71	26,483.07	27,277.56	28,095.88
561EEO	State of the Agency Report (Management Directive MD-715)	8	8,794.95	9,058.79	9,330.56	9,610.48	9,898.79
561EEO	Basic Writing for Reports	8	8,794.95	9,058.79	9,330.56	9,610.48	9,898.79

Travel:

Offeror acknowledges that any travel will be handled in accordance with clause C-FSS-370, Contractor Tasks/Special Requirements (NOV 2003). The offeror acknowledges that costs for transportation, lodging, meals and incidental expenses incurred by the contractor in performance of specific task orders are allowable subject to limitations contained in the Federal Travel Regulation and/or Joint Travel Regulations. Costs pertaining to travel are not included in the prices offered, and will be offered at the task order level only as applicable.