

Appendix A – Task Order Labor Category Descriptions and Requirements

1. PROJECT MANAGER

Functional Responsibility: Manages multiple projects and project managers. Serves as the overall lead or director on complex projects and multiple agency contracts and serves as the principal liaison between the contractor and multiple government agencies. The Project Manager is responsible for ensuring that all tasking associated with a Government-funded program or project is completed effectively and efficiently, on time. Manages associated technical project issues. Assures quality control programs are in place and consistent on all programs assigned.

Education: MA/MS desired; a minimum of a Bachelor's Degree in relevant area.

Experience: No less than 5 years of relevant experience*

2. ASSISTANT PROJECT MANAGER

Functional Responsibility: Serves as a lead on complex projects and multiple agency contracts and serves as the principal liaison between the contractor and multiple government agencies. The Project Manager is responsible for ensuring that all tasking associated with a Government-funded program or project is completed effectively and efficiently, on time. Coordinates manpower and resources for multiple projects. Manages associated technical project issues. Assures quality control programs are in place and consistent on all programs assigned.

Education: MA/MS desired; a minimum of a Bachelor's Degree in relevant area.

Experience: No less than 1 to 2 years of relevant experience*

3. ADMINISTRATIVE ASSISTANT

Functional Responsibility: In direct support of professional positions, conducts a variety of clerical and administrative activities. Maintains office files, provides word processing, spread sheets and graphics as desired; other duties as assigned.

Education: High school degree

Experience: No less than 1 to 2 years of relevant experience*

4. WEB PROJECT MANAGER

Functional Responsibility: Responsible for web strategy and operations. Develops business plan and annual budget for website function. Accountable for budget, staff planning, management, and products and service delivery. Oversees operational activities of the website(s) with specific attention aimed at content creation and website maintenance.

Education: MA/MS desired; a minimum of a Bachelor's Degree in relevant area.

Experience: No less than 3 years of relevant experience*

5. WEB DESIGNER

Functional Responsibility: Under general supervision, 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. . Develops applications based on current, new and future net-based applications. Requires significant graphics and design experience as well as HTML knowledge.

Education: MA/MS desired; a minimum of a Bachelor's Degree in relevant area.

Experience: No less than 1 to 2 years of relevant experience*

6. WEB SOFTWARE DEVELOPER

Functional Responsibility: Experienced in the design and development, testing, deployment, and maintenance of web or web applications constructed in a business application or survey application mode. Experienced in developing 508 - compliant web applications for relational database and/or data retrieval systems.

Education: MA/MS desired; a minimum of a Bachelor's Degree in relevant area.

Experience: No less than 1 to 2 years of relevant experience*

7. WEB CONTENT ADMINISTRATOR

Functional Responsibility: Responsible for developing and providing content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision-making. Responsible for managing/performing website editorial activities including gathering and researching information that enhances the value of the site. Locates, negotiates, and pursues content. Seeks out customers to gather feedback for website improvement and enhancements. Requires experience in production management, web page design, HTML, and web graphics types and standards.

Education: MA/MS desired; a minimum of a Bachelor's Degree in relevant area.

Experience: No less than 1 to 2 years of relevant experience*

8. BUDGET ANALYST

Functional Responsibility: Work with program and project managers to develop the organization's budget. Review budget proposals for completeness, accuracy, and compliance with laws and other regulations. Explain their recommendations for funding requests to other organization, legislators, and the public. Analyze proposed plans and find alternatives if the projected results are unsatisfactory. Monitor organizational spending to ensure that it is within budget. Inform program managers of the status and availability of funds. Estimate future financial needs.

Education: MA/MS desired; a minimum of a Bachelor's Degree in relevant area.

Experience: No less than 1 to 2 years of relevant experience*

9. ACCOUNTING ANALYST

Functional Responsibility: Evaluates public company financial statements. Public companies issue (10-k) annual financial statements as required by the Security and Exchange Commission. The statements include the balance sheet, the income statement, the statement of cash flows and the notes to the financial statements. Specifically, the notes to the financial statements contain considerable quantitative detail supporting the financial statements along with narrative information.

Education: MA/MS desired; a minimum of a Bachelor's Degree in relevant area.

Experience: No less than 1 to 2 years of relevant experience*

In addition, the analyst will most likely hold the Chartered Certified Accountant (ACCA) or Certified Public Accountant (CPA) or Chartered Account (CA or ACA) description

Experience: Has extensive training in understanding financial accounting principles for public companies based on generally accepted accounting principles as provided by the Financial Accounting Standards Board. Or, he/she may have additional experience in applying international accounting standards based on the rules put out by the International Accounting Standards Board

10. FINANCIAL MANAGER

Functional Responsibility: Responsible for the financial health of an organization. They produce financial reports, direct investment activities. And develop strategies and plans for the long term financial goals of their organization. Prepare financial statements, business activity reports, and forecasts. Monitor financial details to ensure the legal requirements are met. Supervise employees who do financial reporting and budgeting. Review company financial reports and seek ways to reduce costs. Help management make financial decisions.

Education: MA/MS desired; a minimum of a Bachelor's Degree in relevant area.

Experience: No less than 3 years of relevant experience*

11. PROCUREMENT SPECIALIST

Functional Responsibility: Ensures that the items and services to build and maintain advanced technology products are purchased from specified suppliers and are delivered according to agreed terms and conditions. An important aspect of this role is seeking maximum value for the company through time and cost agreements while working with technology advanced products. Reviews planned orders, creates requisitions for purchased items, and manage approval process. Tracks order acknowledgement, prepares and communicates shortage and backlog reports, and provides visibility of potential interruptions to internal customers. Reviews, updates, and maintains purchase orders until they are closed.

Education: MA/MS desired; a minimum of a Bachelor's Degree in relevant area.

Experience: No less than 1 to 2 years of relevant experience*

12. SUBJECT MATTER EXPERT

Functional Responsibility: Experience in utilizing new methodologies for solving problems and ensuring that systems are in compliance with organizational requirements. Analyzes user needs to determine functional requirements, performs functional allocation to identify required tasks and their interrelationships. Develops recommendations for the organizational process changes to include new technology, identifies resources required for each task.

Education: MA/MS desired; a minimum of a Bachelor's Degree in relevant area.

Experience: No less than 5 years of relevant experience*

13. LOGISTICAL/TECHNICAL SUPPORT SPECIALIST

Functional Responsibility: Performs logistics tasks associated with logistics engineering, scientific or general data processing functions within Governmental and/or civil development. Acquisition, sustainment and/or operational environments, interfaces with individual users to resolve operational and/or business processes, and/or routine technical, problems. Coordinates tasks with other employees, trains and assists less-experienced personnel. Participates as individual contributor and as member of multiple cross functional integrated product teams and/or functional area teams.

Education: MA/MS desired; a minimum of a Bachelor's Degree in relevant area.

Experience: No less than 1 to 2 years of relevant experience*

14. FUNCTIONAL SPECIALIST

Functional Responsibility: A functional specialist is an expert in a specific discipline, such as human resources, finance, marketing, information technology or continuous improvement. A specialist can either manage a department or take a key role in one area of the department. For example, a marketing specialist might oversee the research, distribution, sales, advertising, promotions, social media or public relations of a small business. At a large company, she might specialize by handling one of those duties. A specialist might not be able to handle all of the tasks in her area, but knows enough about them to manage others. For example, an advertising specialist will be familiar with media buying, layout and design, pay-per-click strategies and copywriting. While she might not have advanced layout and design skills, she understands the basics of graphic design and can direct a graphic artist. Respond to queries from students on the particular subject.

Education: MA/MS desired; a minimum of a Bachelor's Degree in relevant area.

Experience: No less than 1 to 2 years of relevant experience*

15. SUBJECT MATTER EXPERT INSTRUCTOR

Functional Responsibility: Experienced practitioners that can develop and/or teach in a stimulating and participative learning environment for students. Work with other team members, such as Programmers, Graphic Designers, Writers, and Instructional Designers in order to produce effective learning modules in context with the implementation of self-learning methodologies. Develop model exam questions, including solutions and explanations. Create interactive exercises and activities to support learning outcomes.

Education: MA/MS desired; a minimum of a Bachelor's Degree in relevant area.

Experience: Not less than 5 years of relevant experience*

16. BUSINESS PROCESS REENGINEERING SPECIALIST

Functional Responsibility: Applies business process improvement practices to reengineer methodologies, principles, and business process modernization projects.

Education: MA/MS desired; a minimum of a Bachelor's Degree in relevant area.

Experience: No less than 1 to 2 years of relevant experience*

17. SOFTWARE ARCHITECT

Functional Responsibility: Designs and develops new software products or major enhancements to existing software. Addresses problems of system integration compatibility, and multiple platforms. Responsible for project completion. Performs feasibility analysis on potential future projects to management

Education: MA/MS desired; a minimum of a Bachelor's Degree in relevant area.

Experience: No less than 1 to 2 years of relevant experience*

***NOTE: SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE**

- Two full academic years of progressively higher-level graduate education, masters, graduate, or professional degree may be substituted for one year of relevant experience.
- Four additional years of relevant experience may be substituted for a Bachelor's Degree.