

**ATTACHMENT J-3A  
EXEMPT/NON-EXEMPT POSITION DESCRIPTIONS**

<b>Standard Labor Category</b>	<b>Exempt /Non-Exempt</b>	<b>SCA Code</b>	<b>Minimum Requirements</b>	<b>Job Description</b>
Program Manager	<b>E</b>	<b>N/A</b>	BA/BS Degree/ 12 Years Experience	Serves as the contractor’s single contract manager, and shall be the contractor’s authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer’s Technical Representative (COTR), Government management personnel and customer agency representatives. Serves as senior corporate representative responsible for overall contract performance.
Senior Manager	<b>E</b>	<b>N/A</b>	BA/BS Degree/10 Years Experience	Serves as the manager for a large, complex functional work effort (or a group of functional work efforts) and shall assist the program manager in working with the Government CO and COTR, Government management personnel, and customer agency representatives. Under the guidance of the program manager, the manager shall be responsible for overall management of assigned task orders and for ensuring that the technical solutions and schedules in the task are accomplished within schedule and budget.
Technical Area Manager	<b>E</b>	<b>N/A</b>	BA/BS Degree/ 7 Years Experience	Serves as the manager or lead over a technical product, customer relationship, major service/project, or administrative functions. Recognized as subject matter expert with in depth knowledge of industry issues and trends. Utilizes functional area expertise gained through direct industry experience to assess the operational and functional baseline of a system and/or service and its technical components.
Human Resources/Labor Relations Manager	<b>E</b>	<b>N/A</b>	BA/BS Degree/7 Years Experience or 15 Years Relevant Experience	Serves as the senior human resources and labor relations person, providing senior-level management support, advice, counseling, and program development for human resources activities. Evaluates human relations and work related problems and meets with supervisors and managers to determine effective remediation techniques. Experienced in the handling of grievances and disciplinary actions.
Planner/Scheduler	<b>E</b>	<b>N/A</b>	BA/BS Degree/5 Years Experience or 7 Years Relevant Experience	Develops/directs schedules, program plans, and projects. Analyzes changes for scheduling impact. Provides risk assessments to determine the schedules viability.
Contracts/Subcontract /Purchasing Manager	<b>E</b>	<b>N/A</b>	BA/BS Degree/7 Years Experience or 10 Years	Manage Contracts, Subcontracts, or Purchasing functions. Review incoming customer requests for proposals, identify proposal requirements, reviews terms and conditions for acceptability,

ATTACHMENT J-3A  
EXEMPT/NON-EXEMPT POSITION DESCRIPTIONS

			Relevant Experience	coordinates proposal development in conjunction with legal counsel, drafts proposals including unique, complex special provisions and secures required management approval for submittal of proposals to customer. Develop, negotiate, and administer subcontracts of high complexity and risk to fulfill authorized requirements, ensuring compliance on supplier cost, schedule, legal and performance aspects. Negotiate moderate subcontracts, identify and coordinate sources and recommended supplier.
Contract/Subcontracts /Purchasing Specialist	E	N/A	BA/BS Degree/5 Years Experience or 7 Years Relevant Experience	Receive and grant approval for purchases of all goods or services. Analyze changes or new issues in materials and supply to reduce costs and improve quality. Relies on experience and judgment to plan and accomplish goals. Manage a staff and reports to top management.
Business Specialist	E	N/A	BA/BS Degree/5 Years Experience or 7 Years Relevant Experience	Responsible for manpower resource planning and allocation, analysis of buying trends, research, analysis and presentation of contract status and resource reports, and market analysis. Provide professional support to Contract and Technical Area Managers in meeting and maintaining manpower resource requirements. Evaluate internal manpower requirements for the execution of IT strategies and procedures and performs analysis of external market factors affecting compensation for IT professionals and supporting technical personnel. Develop compensation strategies for achieving and maintaining the optimum levels of technical capability with available financial resources.
Secretary II	N	01312		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:  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;

ATTACHMENT J-3A  
EXEMPT/NON-EXEMPT POSITION DESCRIPTIONS

				<p>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;</p> <p>c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;</p> <p>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;</p> <p>e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.</p>
General Clerk II	<b>N</b>	<b>01112</b>		<p>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.</p>
General Clerk III	<b>N</b>	<b>01113</b>		<p>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.</p>
Systems Engineer I	<b>E</b>	<b>N/A</b>	BS Degree or 5 Years Relevant Experience	<p>With guidance from more senior engineers, assist using basic engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate computer and telecommunications systems. Review and prepare engineering and</p>

ATTACHMENT J-3A  
EXEMPT/NON-EXEMPT POSITION DESCRIPTIONS

				technical analysis reports, change proposals, and other technical documentation. Apply engineering principles to perform functions such as computer system architecture design, computer system integration, computer, and telecommunications configuration management, and quality assurance testing.
Systems Engineer II	<b>E</b>	<b>N/A</b>	BS Degree/5 Years Experience or 10 Years Relevant Experience	With minimal supervision, applies advanced engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate computer, telecommunications, audio and video systems. Review and prepare engineering and technical analysis reports, change proposals, and other technical documentation. Apply engineering principles to perform functions such as computer system architecture design, computer system integration, computer and telecommunications configuration management, and quality assurance testing of computer and telecommunications systems and associated support systems. Responsible for segments or phases of broader, more complex projects.
Systems Engineer III	<b>E</b>	<b>N/A</b>	BS Degree/10 Years Experience or 15 Years Relevant Experience	Apply engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate computer and telecommunications systems. Provide technical leadership to less senior engineers. Review and prepare engineering and technical analysis reports, change proposals, and other technical documentation. Apply engineering principles to perform functions such as computer system architecture design, computer system integration, computer and telecommunications configuration management, and quality assurance testing of computer and telecommunications systems, audio and video associated support systems. Responsible for developing project plans, justifications, guidelines, and controls. Supervise team of Systems Engineers through project completion.
Software Engineer I	<b>E</b>	<b>N/A</b>	BS Degree or 5 Years Relevant Experience	With guidance from more senior engineers assist in the research, design and development of software systems to meet customer requirements Supports the testing, debugging, and maintenance of software systems.
Software Engineer II	<b>E</b>	<b>N/A</b>	BS Degree/5 Years Experience or 10 Years	With minimal supervision, conducts the research, design and development of software systems to meet customer requirements Supports the

**ATTACHMENT J-3A  
EXEMPT/NON-EXEMPT POSITION DESCRIPTIONS**

			Relevant Experience	testing, debugging, and maintenance of software systems.
Software Engineer III	<b>E</b>	<b>N/A</b>	BS Degree/10 Years Experience or 15 Years Relevant Experience	In a lead role, conducts the research, design and development of software systems to meet customer requirements Supports the testing, debugging, and maintenance of software systems.
IT Security Engineer I	<b>E</b>	<b>N/A</b>	BS Degree or 5 Years Relevant Experience	Possess basic technical knowledge of IT Security principles. Database and network administration skills as well as, software development skills. With guidance from senior engineers, design and deploy security solutions with less complex network architecture. Use reporting tools to perform forensic analyses of system, application, and event audit logs.
IT Security Engineer II	<b>E</b>	<b>N/A</b>	BS Degree/5 Years Experience or 10 Years Relevant Experience	Possess working technical knowledge of IT Security principles. Possess experience with vulnerability assessment and intrusion detection tools. Design and deploy security solutions with complex network architecture. Provide security consulting, training and education. Develop and propagate security solutions and administration. Conduct assessments of target machines and complete networks to analyze their overall security posture. Use reporting tools to perform forensic analyses of system, application, and event audit logs.
IT Security Engineer III	<b>E</b>	<b>N/A</b>	BS Degree/10 Years Experience or 15 Years Relevant Experience	Possess in-depth technical knowledge of IT Security principles. Lead vulnerability assessment and design of intrusion detection tools for complex network architecture. Provide security consulting, training and education. Provide guidance in the deployment and use of reporting tools to perform forensic analyses of system, application, and event audit logs. Participate in major security consortiums and training seminars. Acting technical liaison for customer accounts, communicating customer needs to appropriate leadership.
Computer Programmer I	<b>N</b>	<b>14071</b>		The Computer Programmer I assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g. drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. This worker may perform routine programming assignments (as described in Level II) under close supervision. This category may be used for entry-

ATTACHMENT J-3A  
EXEMPT/NON-EXEMPT POSITION DESCRIPTIONS

				<p>level personnel such as co-op students, interns, or degreed personnel with less than 2 years of experience.</p> <p>In addition to assisting higher level staff, the Computer Programmer I may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.) and then report findings to higher level staff. May receive training in elementary fact-finding. Detailed step-by-step instructions are given for each task, and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.</p>
<p>Computer Programmer II</p>	<p align="center"><b>E</b></p>	<p align="center"><b>N/A</b></p>	<p>BA/BS Degree/ 2 Years Experience</p>	<p>At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. This Computer Programmer performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements, and works according to clear-cut and complete specifications. The data are refined, and the format of the final product is very similar to that of the input, or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs.</p> <p>The Computer Programmer II maintains and modifies routine programs, makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes, tests and documents modifications and writes operator instructions, may write routine new programs using prescribed specifications, and may confer with EDP personnel to clarify procedures, processing logic, etc.</p> <p>In addition, the Computer Programmer II may evaluate simple interrelationships in the immediate programming area confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change, and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an</p>

ATTACHMENT J-3A  
EXEMPT/NON-EXEMPT POSITION DESCRIPTIONS

				<p>approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats. This Worker reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress, and all work is reviewed upon completion for accuracy and compliance with standards.</p>
<p>Computer Programmer III</p>	<p align="center"><b>E</b></p>	<p align="center"><b>N/A</b></p>	<p>BA/BS Degree/ 4 Years Experience</p>	<p>As a fully qualified Computer Programmer, this Worker applies standard programming procedures and detailed knowledge of pertinent subject matter in a programming area such as a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. The incumbent works according to approved statements of requirements and detailed specifications.</p> <p>While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. This Computer Programmer recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment, and solves conventional programming problems, (In small organizations, may maintain programs that concern or combine several operations, i.e. users, or develop programs where there is one primary user and the others give input.)</p> <p>The Computer Programmer III performs such duties as developing, modifying, and maintaining assigned programs, designing and implementing modifications to the interrelation of files and records within programs in consultations with higher level staff. This Worker monitors the</p>

ATTACHMENT J-3A  
EXEMPT/NON-EXEMPT POSITION DESCRIPTIONS

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ATTACHMENT J-3A  
EXEMPT/NON-EXEMPT POSITION DESCRIPTIONS

				<p>may assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision. Work at a level above this is deemed Supervisory or Individual Contributor. Completed work is reviewed for conformance to standards, timeliness, and efficiency.</p>
Computer Programmer IV	<b>E</b>	<b>N/A</b>	BA/BS Degree/ 6 Years Experience	<p>The Computer Programmer IV applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. This Programmer plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements, which are usually from different sources; solves difficult programming problems, and uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.</p> <p>This Programmer performs such duties as: developing, modifying, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; works with problems or concepts and develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g. a critical path analysis program to assist in managing a special project. This Worker tests, documents, and writes operating instructions for all work, confers with other EDP personnel to secure information, investigate and resolve problems, and coordinates work efforts.</p> <p>In addition, this incumbent performs such programming analyses as: investigating the feasibility of alternate program design</p>

ATTACHMENT J-3A  
EXEMPT/NON-EXEMPT POSITION DESCRIPTIONS

				<p>approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources. Duties include the following: assisting user personnel in defining problems or needs, determining work organization on typical maintenance projects and smaller scale, working on limited new projects, the necessary files and records, and their interrelation with the program or working on large or more complicated projects, and participating as a team member along with other EDP personnel and users, holding responsibility for a portion of the project.</p> <p>The Computer Programmer IV works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications and modifying and adapting precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This Worker may function as team leader or supervise a few lower level programmers or technicians on assigned work.</p>
Computer System Analyst I	<b>E</b>	<b>N/A</b>	BA/BS Degree/5 Years Experience	<p>At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. This Analyst provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.</p> <p>This Worker carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, and may research routine</p>

ATTACHMENT J-3A  
EXEMPT/NON-EXEMPT POSITION DESCRIPTIONS

				<p>user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.</p> <p>The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. This position may supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.</p>
<p>Computer System Analyst II</p>	<p><b>E</b></p>	<p><b>N/A</b></p>	<p>BA/BS Degree/8 Years Experience</p>	<p>This Analyst applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g. the analyst develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. This position requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Job duties require the incumbent to be able to recognize probable interactions of related computer systems and predict impact of a change in assigned system.</p> <p>The Computer Systems Analyst II reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs. Duties also include the ability to determine and resolve data processing problems and coordinate the work with program, users, etc. This worker orients user personnel on new or changed procedures, may conduct special projects such as data element and code</p>

ATTACHMENT J-3A  
EXEMPT/NON-EXEMPT POSITION DESCRIPTIONS

				<p>standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.</p> <p>In this position, the incumbent works independently under overall project objectives and requirements, and appries supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. This worker adapts design approaches successfully used in precedent systems, works on a segment of a complex data processing scheme or broad system, as described for Computer Systems Analyst, level III, works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This analyst may provide functional direction to lower level assistants on assigned work.</p>
<p>Computer System Analyst III</p>	<p><b>E</b></p>	<p><b>N/A</b></p>	<p>BA/BS Degree/10 Years Experience</p>	<p>The Computer Systems Analyst III applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing, finance management, engineering, accounting, or statistics, logistics planning, material management, etc. Usually, there are multiple users of the system; however, there may be complex one-user systems, e.g., for engineering or research projects. This position requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources, this worker is responsible for recognizing probable conflicts and integrating diverse data elements and sources, and produces innovative solutions for a variety of complex problems.</p>

ATTACHMENT J-3A  
 EXEMPT/NON-EXEMPT POSITION DESCRIPTIONS

				<p>The Computer Systems Analyst III maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. The incumbent guides users in formulating requirements, advises on alternatives and on the implications of new or revised data processing systems, analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies. This analyst recommends optimum approach and develops system design for approved projects, interprets information and informally arbitrates between system users when conflicts exist. This worker may serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.</p>
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