MINIMUM QUALIFICATIONS FOR LABOR CATEGORIES

STARSS III Labor Categories	Education	Exp. (Yrs)	Description
~~Administrative Assistant~~	~~HS~~	~~0~~	~~Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties. Familiar with desktop computer applications including word processing and spreadsheet applications, and possesses proficiency in keyboarding skills. Follows organization and department procedures to complete tasks in a timely manner. Familiar with standard concepts, practices, and office procedures.~~
~~Administrative Assistant Senior~~	~~AA~~	~~3~~	~~Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties. Familiar with desktop computer applications including word processing and spreadsheet applications, and possesses a high degree of proficiency in keyboarding skills. Follows organization and department procedures to complete tasks in a highly skilled and timely manner. Proficient with standard NASA office concepts, practices, and procedures. Uses experience and judgment to plan and accomplish goals, maintaining a high degree of autonomy.~~
Analyst	AS	5	Support organizational processes in the areas of help desk triage, and/or asset management and manages documents associated with each area. Effectively communicate with customers and organizational personnel to ensure issues are addressed and status of requests are conveyed.

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Analyst, Senior	BS	7	Prepares and/or maintains systems, programming, technical, and operations documentation, procedures, and methods including user manuals, engineering drawings, and reference manuals. Provides configuration management, administers document change control process, logs and history files. Maintains current internal documentation library. Focuses on continuous process improvement to ensure maximum effectiveness of CM including proposing to the Government the application of industry best practices (e.g., ITIL) to organizational CM processes where beneficial. Knowledge of word processing software, page layout and configuration management software.
Computer Scientist	BS	3	Implements computer algorithms to enhance physics-based modeling and simulation capabilities. Develops and modifies application software to optimize hardware and/or software system performance. Participates in IT support to all phases of scientific and engineering and mission-support projects, such as research, design, development, testing, modeling, simulating, training, and documentation.
Computer Scientist, Senior	MS	5	Designs and implements computer algorithms to enhance physics-based modeling and simulation capabilities and/or to optimize hardware and/or software system performance. Develops and modifies application software to optimize hardware and/or software system performance. Investigates and recommends hardware modifications to optimize hardware and/or software system performance. Leads IT support to all phases of scientific and engineering and mission-support projects, such as research, design, development, testing, modeling, simulating, training, and documentation.

STARSS III Labor Categories	Minimum Education	Exp. (Yrs)	Description
Computer Scientist (ASDC), Senior	MS	7	Lead IT Security efforts within the organization. Ensure compliance with IT Security policies coordinating with appropriate external organizations. Ensure Government Computer Security Officer's requirements are addressed. Raise and address issues with sufficient urgency to minimize risks to the organization.
Data Access Analyst, Senior	MS	10	Provides technical leadership and development in improving the technical access to ASDC data holdings. Expert in commercial and open source data access tools supporting advanced user interfaces to ASDC data and machine-to- machine interfaces between ASDC data and external entities. Leads ASDC collaborations related to advancing interoperability of ASDC science data with other science data housed by external partners.
Data Specialist	AS	7	Tests developed code for internal and external customers. Includes developing and maintaining test plans coordinated with developers, documenting results in appropriate tracking systems, and communicating effectively with customers.
Data Technician	AS	5	Manage, test, and execute delivered code from science teams and provide analysis of results. Identify, document, and incorporate continually evolving requirements to support science production processing for assigned areas. Provide regular reporting status to science teams on all areas related to processing of the assigned area.
Data Technician, Senior	BS	7	Manage operations of processing and archive systems. Includes monitoring ingest, archive and distribution of archive systems and addressing basic issues that may arise, elevating more significant issues. Executes processing scripts furnished by customers to support production processing of science code on systems. Requires knowledge of Linux computer environments.

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Data Visualization Analyst, Senior	MS	10	Provides technical leadership and development in all facets of visualization of scientific data. Highly efficient and knowledgeable in the development and application of commercial and open source tools used to visualize science data. Leads ASDC collaborations related to advancing the visualization of ASDC science data.
Database Administrator	BS	5	Designs, develops, and maintains databases for the organization. Maintains database dictionaries, ensures and monitors database performance, and resolves problems. Apply knowledge of database products and practices to organizational requirements. Design and analyze database schemas to maximize effectiveness of organizational databases.
Engineer, Associate	AS	3	Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and part lists. Examples of designs include: detailed circuit diagrams, hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts.
Engineer	BS	3	Performs engineering and fabrication of scientific research instruments. Includes modification of existing equipment, components, or circuitry for use in instrumentation. Analyzes equipment to establish design electronic circuits and equipment to accomplish those objectives.
Engineer, Senior	MS	5	Performs engineering work and applied research, development, design, and fabrication of unique scientific research instruments. Includes modification of existing equipment or design of new electronic apparatus, components, or circuitry for use in instrumentation. Develops equipment test plans and procedures and analyzes equipment to establish design electronic circuits and equipment to accomplish those objectives. Broad understanding of systems engineering concepts and processes.

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Multimedia Specialist	BS/BA	3	Use desktop publishing, graphics design, audio sound effects, digital photographs, video footage, and other technical software for presentations; and provide support for an organization's web site. Program and develop multimedia content. Provide and coordinate layout, writing, editing, and design of templates and camera-ready artwork for correspondence, website, invitations, fact sheets, certificates, brochures, letterhead, newsletters, graphs, charts, tables, official communications, flyers, and other documents. Ability to create and produce graphic materials using a range of media, methods, techniques, and equipment.
Multimedia Specialist, Senior	MS/MA	5	Lead desktop publishing, graphics design, audio sound effects, digital photographs, video footage, and other technical software for presentations; and provide support for an organization's web site. Program and develop multimedia content. Coordinate layout, writing, editing, and design of templates and camera-ready artwork for correspondence. Manage website, invitations, fact sheets, certificates, brochures, letterhead, newsletters, graphs, charts, tables, official communications, flyers, and other documents. Manage creation and production of graphic materials using a range of media, methods, techniques, and equipment.
Outreach Specialist	BS/BA	3	Assists in the development, administration, and promotion of outreach activities to LaRC partners including primary and secondary educators, and industry, federal agency, academia and international partners. Coordinates, plans, organizes, and schedules outreach activities to ensure timely dissemination and demonstration of LaRC research discoveries, approaches and technology transfer. Ability to effectively communicate, with scientists, educators, and entrepreneurs in discussing LaRC scientific research.

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Programmer, Associate	AS	0	Implements and maintains existing computer codes. Troubleshoots problems as needed. Has knowledge of computer programming languages, e.g., C/C++.
Programmer	BS	3	Develops, implements, and maintains computer codes to accomplish research and system objectives. Modifies existing codes to meet requirements. Troubleshoots problems as needed. Has knowledge of a variety of programming languages, e.g., C/C++, Java, Visual Basic, and FORTRAN.
Programmer, Senior	MS	7	Leads team of developers and oversees development, implementation, and maintenance of computer codes to accomplish research and system objectives. Modifies existing codes to meet requirements. Troubleshoots problems as needed. Has advanced knowledge of a variety of programming languages, e.g., C/C++, Java, Visual Basic, Python, and FORTRAN, and software packages, e.g. IDL, Matlab.
Project Manager/Project Planner	BA/BS	2	Assist in planning and execution of multiple projects to meet organizational objectives as defined by the Government. Work includes all facets of project management. Duties will require well developed organization and communication skills.
Project Manager/Project Planner, Senior	BA/BS	5	Leads the planning and execution of multiple projects to meet organizational objectives as defined by the Government. Includes leading and managing all facets of project management including requirements, configuration, risks, documentation, schedule, and outcomes. Organization and communication skills are essential. Project Management Professional certification is desired but not required
Research Scientist	MS	0	Performs tasks in support of missions and other activities. Duties may include: analysis and interpretation of data and developing models of atmospheric phenomena; comparison studies of data from various sources including models; instrument algorithm testing and implementation; testing and validation of science-based instruments; reviewing

			technical material, including documentation.

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Research Scientist, Senior	PhD	5	Performs specialized, often unique, research tasks in direct research support of missions and other activities. Duties may include: fundamental research, analysis and interpretation of data, and development of models of atmospheric phenomena; comparison studies of data from various sources including models; instrument algorithm design, testing and implementation; development of new measurement concepts and techniques; developing, testing and validation of science-based instruments; reviewing and publishing technical material in peer-reviewed literature.
Scientific Software Developer	BS	7	Develops software to meet evolving Government requirements using organizational software engineering technologies. Follows disciplined software engineering to effectively management the software development process. Explores new software engineering technologies aimed toward continuous process improvement. High level working knowledge of primary software development technologies utilized in production in the organization.
Scientific Software Developer, Senior	MS	10	Develops software to meet evolving Government requirements using organizational software engineering technologies. Follows disciplined software engineering to effectively management the software development process. Examines and makes recommendations for software development related to ASDC science code and improving access to and management of the data. Expert knowledge of primary software development technologies utilized in production in the ASDC.

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Software Engineer, Senior	BS	10	Analysis, design, programming, and modification of computer programs for software products and customer applications. Develops overall system architecture, program specifications, and system test procedures. Writes code and completes programming, testing and debugging of applications. Skilled in high-level programming languages, e.g., C/C++, Java, Visual Basic, and FORTRAN. Familiar with using Computer-Assisted Software Engineering (CASE) tools and Rapid Application Development (RAD) and Joint Application Development (JAD) methods.
Support Scientist	BS	5	Maintain understanding of the organizational science data holdings, including metadata and data, to support general science questions from the science community about organizational data. Understanding the content of and relationships between the science data holdings of the organization to be able to support inquiries from customers related to the science in the data holdings. Ability to communicate effectively with scientists with specific expertise related to organizational data holdings and synthesize and communicate information effectively within different contexts.
Support Scientist, Senior	MS	7	Maintain understanding of the organizational science data holdings, including metadata and data, to support general science questions from the science community about organizational data. Understanding the content of and relationships between the science data holdings of the organization to be able to pursue, participate, and lead efforts with organizational customers for science data-based collaborations. Ability to expertly communicate effectively with scientists with specific expertise related to organizational data holdings to further organizational goals and synthesize and convey information effectively within different contexts.

STARSS III Labor Categories	Minimum Education	Exp. (yrs)	Description
Systems Administrator	BS	7	Provide system administration for organizational systems including system installation, configuration, patching, tuning, and customization. Install hardware, software, and networking. Maintain broad knowledge of organizational technologies sufficient to provide support to all organizational systems focusing on continuous improvement.
Systems Administrator, Senior	MS	10	Provide expert leadership in all areas of system administration for organizational systems including system installation, configuration, patching, tuning, and customization. Install hardware, software, and networking. Maintain expert knowledge of organizational technologies focusing on continuous improvement.
Systems Engineer	BS	7	Performs system integration, verification and validation, cost and risk, and supportability and effectiveness analyses for total systems in the organization. Analyses of total system components to include: concept, design, acquisition, test, installation, operation, maintenance and life cycle planning. Ability to understand systems level engineering requirements and drawings. Sufficient technical competence in processing, storage, and networking technologies to perform duties above.
Systems Engineer, Senior	MS	10	Leads technical planning, system integration, verification and validation, cost and risk, and supportability and effectiveness analyses for total systems in the organization. Analyses of all levels of total system components to include: concept, design, acquisition, test, installation, operation, maintenance and life cycle planning. Highly proficient in systems level engineering requirements and drawings. Expert in processing, storage, and networking technologies to perform and supervise duties above.

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Technical Supervisor/Group Lead	MS	7	Provides overall leadership and management of contractor staff. The primary interface to Government customers, communicating effectively and responding to dynamic Government requirements. Management of contractor resources, adherence to schedule, effective management of priorities, risk management, communicating effectively with customers and ensuring high contractor performance are primary duties.
Technical Supervisor/Task Lead	BS	5	Provides leadership to specialized areas within the contract task. Managing resources and priorities, adhering to schedules, and effective communication with customers are primary responsibilities.
Technical Writer	BS	5	Responsible for the creation of technical, new business and education/outreach materials. Must have excellent oral and written communication skills. Technical writers write, modify, edit, and publish technical articles and proposals in a language that can be understood by the general public, must first be able to understand the technical aspects of what they write. They must demonstrate exceptional ability to observe technical processes and relay the information in a concise and effective way. Proficiency in document editing software is required, e.g., Microsoft Word, Adobe Acrobat.
Technician	AS	3	Performs a variety of routine and non-routine tasks to ensure product specifications and quality standards are met. Assists in development of test procedures. Performs set-ups, calibration, testing and troubleshooting of analog and digital electronic circuits, components, instruments, and mechanical assemblies. Understanding of basic engineering principles. Ability to follow test procedures and collect required test data. Possesses mathematical ability to assist in test data reduction.