



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY 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 for GSA Advantage! is:*

<http://www.gsaadvantage.gov>

**General Services Administration  
Federal Supply Service  
Mission Oriented Business Integrated Services (MOBIS) Contract  
Schedule 874**

CONTRACT NUMBER:  
**GS-10F-0126J**

PERIOD COVERED BY CONTRACT:  
**June 15, 2009 through June 14, 2014**

**American Systems Corporation**

14151 Park Meadow Drive, Suite 500  
Chantilly, VA 20151-2272  
1-800-733-2721  
tel: 703-968-6300  
fax: 703-968-5151

[www.americansystems.com](http://www.americansystems.com)

General Services Administration  
Management Services Center Acquisition Division  
Supplement # **PS-0014**, date **5/13/2010**

Business Size: **Large**  
DUNS: **07-779-9799**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

# GSA AWARDED TERMS AND CONDITIONS AMERICAN SYSTEMS CORPORATION

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).  
**SIN 874-1: Consulting Services**  
**SIN 874-2: Facilitation Services**  
**SIN 874-3: Survey Services**  
**SIN 874-4: Training Services**  
**SIN 874-5: Support Products**
  
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.  
**Please see attached pricelist**
  
- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate not applicable for this item.  
**Please refer to ASC's Awarded GSA Hourly Rates**
  
2. MAXIMUM ORDER:  
**All SINs: \$1,000,000**
  
3. MINIMUM ORDER:  
**All SINs: \$100**
  
4. GEOGRAPHIC COVERAGE (DELIVERY AREA):  
**48 Contiguous States, Alaska, Hawaii, and District of Columbia.**
  
5. Point(s) of production (city, county, and State or foreign country).  
**American Systems Corporation**  
**14151 Park Meadow Drive, Suite 500**  
**Chantilly, VA 20151-2272**
  
6. Discount from list prices or statement of net price.  
**GSA Net pricing as shown in pricing tables provided**
  
7. QUANTITY DISCOUNTS.  
**Not applicable**
  
8. PROMPT PAYMENT TERMS:  
**0%, Net 30 Days**
  
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.  
**Yes**

- 9b. Government purchase cards are not accepted above the micro-purchase threshold.
10. FOREIGN ITEMS (LIST ITEMS BY COUNTRY OF ORIGIN):  
**None**
- 11a. TIME OF DELIVERY:  
**Specified on task order**
- 11b. EXPEDITED DELIVERY:  
**Contact contractor**
- 11c. OVERNIGHT AND 2-DAY DELIVERY:  
**Contact contractor**
- 11d. URGENT REQUIREMENTS:  
**Contact contractor**
12. F.O.B. POINT(S):  
**Destination**
- 13a. ORDERING ADDRESS:  
**American Systems Corporation  
14151 Park Meadow Drive, Suite 500  
Chantilly, VA 20151-2272  
1-800-733-2721  
tel: 703-968-6300  
fax: 703-968-5151**
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage [fss.gsa.gov/schedules](https://fss.gsa.gov/schedules).
14. PAYMENT ADDRESS.  
**American Systems Corporation  
14151 Park Meadow Drive, Suite 500  
Chantilly, VA 20151-2272**
15. WARRANTY PROVISION.  
**Not applicable**
16. EXPORT PACKING CHARGES, IF APPLICABLE.  
**Not applicable**
17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL).  
**ASC will accept government purchase card payments for orders up to, but not over the micro purchase threshold.**

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE).  
**Not applicable**
19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE).  
**Not applicable**
- 20a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF APPLICABLE).  
**Not applicable**
- 20b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE)  
**Not applicable**
21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE).  
**Not applicable**
22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE).  
**None**
23. PREVENTIVE MAINTENANCE (IF APPLICABLE).  
**Not applicable**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).  
**Not applicable**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor s website or other location.) The EIT standards can be found at:  
[www.Section508.gov/](http://www.Section508.gov/).  
**Not applicable**
25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER.  
**07-779-9799**
26. Notification regarding registration in Central Contractor Registration (CCR) database.  
**CAGE Code # 61443, Registration valid in CCR**
27. UNCOMPENSATED OVERTIME (INDICATE IF USED):  
**ASC compensates non-exempt employees for overtime worked.**

## AWARDED GSA PRICING AMERICAN SYSTEMS CORPORATION

### ***CMMI/SCAMPI Engagement Bundled Services Offering***

SIN	Days	Description of Services	Awarded GSA Price
<b>CMMI/SCAMPI Engagement Minimum Bundle Service Set</b>			
	5	Planning (Initial and Continuing)	
	1	CMMI Product Suite Executive Overview Training (2 to 4 hours)	
	2	SCAMPI Appraisal Team Training (SATT) V1.2	
	7	Readiness Review HiFi	
	10	Formal SCAMPI Class A Appraisal	
	5	Engagement Management/Consulting/Mentoring (weekly increments as required)	
	<b>Course Materials</b>		
	10	CMMI Product Suite Executive Overview Training materials	
	10	SCAMPI Appraisal Team Training materials	
874-1	30 Days, 20 Materials	CMMI/SCAMPI Engagement Minimum Bundle Service Set: Total Cost	\$59,612.50
<b>Additional Individual Service Offerings*</b>			
874-1	5	Planning (Initial and Continuing)	\$9,500.00
874-1	7	Readiness Review HiFi	\$13,300.00
874-1	10	Formal SCAMPI Class A Appraisal	\$19,000.00
874-1	5	Engagement Management/Consulting/Mentoring (weekly increments)	\$9,500.00
874-4	1	CMMI Product Suite Executive Overview Training (2 to 4 hours)	\$1,900.00
874-4	1	CMMI Product Suite Practitioner Overview Training	\$1,900.00
874-4	3	Introduction to CMMI for Development V1.2	\$5,700.00
874-4	2	SCAMPI Appraisal Team Training (SATT) V1.2	\$3,800.00
874-1	10	PIID Training and Development Support	\$19,000.00
874-1	5	Baseline Appraisal	\$9,500.00
874-1	8	SCAMPI Class B Appraisal	\$15,200.00
874-1	5	SCAMPI Class C Appraisal	\$9,500.00
874-1	1	Workshop TBD	\$1,900.00
874-1	1	High Maturity Level Training (MLs 4 and 5)	\$1,900.00
874-1	3	Readiness Review	\$5,700.00

*\*Must be purchased in conjunction with the Minimum Bundle Service Set and materials*

SIN	Days	Description of Services	Awarded GSA Price
<b># Materials (Per Student Cost)</b>			
874-5	1	Introduction to CMMI Training	\$375.00
874-5	1	CMMI Product Suite Executive Overview Training	\$50.00
874-5	1	General Practitioner Training	\$50.00
874-5	1	PIID Training	\$50.00
874-5	1	SCAMPI Appraisal Team Training	\$225.00
874-5	1	Workshop (1 day)	\$50.00
874-5	1	Workshop (2 day)	\$100.00
874-5	1	Workshop (3 day)	\$150.00
874-5	1	High Maturity Level Training (MLs 4 and 5)	\$50.00

SIN	Description of Course	Awarded GSA Price
<b>CMMI Training Services Offering</b>		
Training Rate includes up to the first 10 students, material cost per student apply for each additional student up to a maximum of 25 students per class.		
874-4	CMMI Product Suite Executive Overview (2 to 4 hours)	\$2,850.00
874-4	CMMI Product Suite Practitioner Overview (1-day)	\$2,850.00
874-4	Introduction to CMMI for Development V1.2 (3-day)	\$9,500.00
874-4	SCAMPI Appraisal Team Training (SATT) V1.2 (2-day)	\$4,750.00
<b>Materials (Per Additional Student Cost)</b>		
874-5	Introduction to CMMI Training	\$500.00
874-5	Executive Overview Training	\$50.00
874-5	General Practitioner Training	\$50.00
874-5	SCAMPI Appraisal Team Training	\$225.00

SIN	Days	Description of Services	Awarded GSA Price
<b>CMMI Consulting Workshop Offerings</b>			
Consulting Workshops include subject matter expertise for a defined period of time (5 business days) at a blended rate			
874-1	5	Software Process Improvement Program	\$9,500.00
874-1	5	Project Management Process Workshop	\$9,500.00
874-1	5	Engineering Process Workshop	\$9,500.00
874-1	5	Support Process Workshop	\$9,500.00
874-1	5	Process Improvement Workshop	\$9,500.00
874-1	5	PIID Development Workshop	\$9,500.00

<b>GSA Option Term 2 Pricing Information SINs 874-1, 874-2 874-3 &amp; 874-4</b>	<b>GSA Hourly Rate - Year 11</b>	<b>GSA Hourly Rate - Year 12</b>	<b>GSA Hourly Rate - Year 13</b>	<b>GSA Hourly Rate - Year 14</b>	<b>GSA Hourly Rate - Year 15</b>
<b>Labor Category</b>	<b>6/15/09 - 6/14/10</b>	<b>6/15/10 - 6/14/11</b>	<b>6/15/11 - 6/14/12</b>	<b>6/15/12 - 6/14/13</b>	<b>6/15/13 - 6/14/14</b>
Senior Consultant	\$270.98	\$279.11	\$287.49	\$296.11	\$304.99
Consultant	\$205.29	\$211.45	\$217.79	\$224.33	\$231.05
Program Manager	\$157.17	\$161.88	\$166.74	\$171.74	\$176.89
Project Manager	\$167.99	\$173.03	\$178.22	\$183.57	\$189.08
Principal Engineer	\$135.49	\$139.55	\$143.74	\$148.05	\$152.49
Senior Scientist	\$130.44	\$134.35	\$138.38	\$142.53	\$146.81
Senior Engineer	\$121.93	\$125.59	\$129.36	\$133.24	\$137.23
Resource Management Specialist	\$121.93	\$125.59	\$129.36	\$133.24	\$137.23
Computer Scientist/Analyst	\$103.52	\$106.62	\$109.82	\$113.11	\$116.51
Engineer	\$94.84	\$97.69	\$100.62	\$103.64	\$106.75
Logistician	\$71.68	\$73.83	\$76.04	\$78.32	\$80.67
Cost Analyst	\$74.24	\$76.47	\$78.76	\$81.13	\$83.56
Engineer III	\$82.65	\$85.13	\$87.68	\$90.31	\$93.02
Analyst IV	\$82.65	\$85.13	\$87.68	\$90.31	\$93.02
Engineer II	\$69.10	\$71.18	\$73.31	\$75.51	\$77.78
Analyst III	\$69.10	\$71.18	\$73.31	\$75.51	\$77.78
Engineer I	\$58.27	\$60.02	\$61.82	\$63.67	\$65.58
Analyst II	\$58.27	\$60.02	\$61.82	\$63.67	\$65.58
Technician	\$54.19	\$55.81	\$57.49	\$59.21	\$60.99
Analyst I	\$54.19	\$55.81	\$57.49	\$59.21	\$60.99
Technical Writer	\$62.34	\$64.21	\$66.13	\$68.12	\$70.16
Jr. Engineer	\$50.13	\$51.63	\$53.18	\$54.78	\$56.42
Support Staff III	\$50.13	\$51.63	\$53.18	\$54.78	\$56.42
Support Staff II	\$42.00	\$43.26	\$44.56	\$45.90	\$47.28
Support Staff I	\$35.23	\$36.28	\$37.37	\$38.49	\$39.65

# American Systems Corporation

GSA MOBIS Schedule  
Contract No. GS-10F-0126J  
Labor Category Descriptions

## LABOR CATEGORY

- |     |                                       |     |                          |
|-----|---------------------------------------|-----|--------------------------|
| 1.  | <u>Senior Consultant</u>              | 14. | <u>Analyst IV</u>        |
| 2.  | <u>Consultant</u>                     | 15. | <u>Engineer II</u>       |
| 3.  | <u>Program Manager</u>                | 16. | <u>Analyst III</u>       |
| 4.  | <u>Project Manager</u>                | 17. | <u>Engineer I</u>        |
| 5.  | <u>Principal Engineer</u>             | 18. | <u>Analyst II</u>        |
| 6.  | <u>Senior Scientist</u>               | 19. | <u>Technician</u>        |
| 7.  | <u>Senior Engineer</u>                | 20. | <u>Analyst I</u>         |
| 8.  | <u>Resource Management Specialist</u> | 21. | <u>Technical Writer</u>  |
| 9.  | <u>Computer Scientist/Analyst</u>     | 22. | <u>Junior Engineer</u>   |
| 10. | <u>Engineer</u>                       | 23. | <u>Support Staff III</u> |
| 11. | <u>Logistician</u>                    | 24. | <u>Support Staff II</u>  |
| 12. | <u>Cost Analyst</u>                   | 25. | <u>Support Staff I</u>   |
| 13. | <u>Engineer III</u>                   |     |                          |

## LABOR CATEGORY JOB DESCRIPTIONS

### 1. Job Title: Senior Consultant

#### Experience Requirement:

Nationally recognized expert in the field as evidenced by past performance, publications, or patents, and fifteen years of progressive experience in the application and development of systems in the area of specialty. The specialty may relate to a variety of development, operational or support functions that require special expertise, because of the degree of complexity, impact on mission, or novelty of approach.

#### Functional Responsibility:

Primary responsibility for advising on the proper approach to the solution of a unique functional problem for a major customer hardware/software system, or the design and development of a major new system, or total redesign of an existing system.

#### Minimum Education:

A minimum of a Master's degree in a field appropriate to the specialized area in which consultation is required. A Ph.D. is desirable, but not required if national recognition is demonstrated.

### 2. Job Title: Consultant

#### Experience Requirement:

Recognized expert in the field as evidenced by past performance, publications, or patents, and ten years of progressive experience in the application and development of systems in the area of specialty. The specialty may relate to a variety of development, operational or support functions that require special expertise, because of the degree of complexity, impact on mission, or novelty of approach.

#### Functional Responsibility:

Primary responsibility for advising on the proper approach to the solution of a highly complex functional problem for a major customer hardware/software system, or the design and development of a major new system, or total redesign of an existing system.

#### Minimum Education:

A minimum of a Bachelor's degree in a field appropriate to the specialized area in which consultation is required.

### 3. Job Title: Program Manager

#### Experience Requirement:

Ten Years of progressive experience in managing Government support services. Included in the above is three years of management and experience in supervising the implementation and development of programs, performing advanced planning, developing organizational structures and providing personnel resources. A background in determining and initiating management trade-off actions is required.

#### Functional Responsibility:

Provides the principal management interface between a client agency and BPC. Responsible for effective management of multiple delivery orders. Develops and implements project plans and monitors project progress and status of task execution. Meets with customers to determine needs and to ensure that commitments are met. Coordinates the efforts of task leader and ensures resources are efficiently distributed and applied.

#### Minimum Education:

A Bachelor's degree or over seven years experience in managing support services. A Master's degree in a related field may be substituted for three year's experience in managing support services.

#### **4. Job Title: Project Manager**

Experience Requirement:

Five to Seven years of progressive management experience in Government support services. Included in the above is three years of experience in supervising the development project goals and plans, leadership in team situations, and demonstration of capability to solve both technical and interpersonal problems to ensure project goals are met.

Functional Responsibility:

Provides the basic management interface between a client agency and BPC. Develops and implements project plans and monitors project progress and status of task execution. Meets with customer to determine needs and to ensure that commitments are met.

Minimum Education:

A Bachelor's degree or over five years of management experience. A Master's degree in a related field may be substituted for one year's experience.

#### **5. Job Title: Principal Engineer**

Experience Requirement:

Twelve years of advanced multi-functional technical experience characterized by progression in complexity, difficulty, variety, and scope of work assignments.

Functional Responsibility:

Broad-based responsibility for multiple projects, or a project that spans major organizational elements, requiring specific engineering expertise. Engineering design to meet the project concept. Development of project schedules, resource requirements, resource allocation, validation criteria, and test methodology. Provides guidance to lower level engineers. Projects may be related to RDT&E, Civil Engineering, Environmental Engineering, production or life cycle support engineering.

Minimum Education:

A Master of Science degree in one of the major engineering disciplines. A Ph.D. is desired but not required.

#### **6. Job Title: Senior Scientist**

Experience Requirement:

At least ten years of experience in a specific specialty of science. Must be a specialist in the required field as evidenced by publications and recognition of past work of a scientific nature.

Functional Responsibility:

Conduct research studies in area of specialty, (i.e. metallurgy, corrosion, propellants, explosives, etc.). Ability to work independently or in integrated cross-functional teams. Awareness of environmental regulations and pollution reduction.

Minimum Education:

Shall possess several technical degrees, preferably at Ph.D. level with Master of Science degree as a minimum.

## **7. Job Title: Senior Engineer**

### Experience Requirement:

Ten years of advanced technical experience characterized by progression in complexity, difficulty, variety, and degree of independence of work assignments.

### Functional Responsibility:

Management of a major project, requiring specific engineering expertise. Engineering design to meet the project concept. Development of project schedules, resource requirements, validation criteria, and test methodology. Projects may be related to any facet of civil engineering, environmental engineering, hardware, software, engineering in RDT&E, production or life cycle support.

### Minimum Education:

A Bachelor of Science degree in one of the major engineering disciplines. A Master's degree may be substituted for one year of experience.

## **8. Job Title: Resource Management Specialist**

### Experience Requirement:

Six years of progressive experience in the resource management field with an emphasis on government applications and process improvement.

### Functional Responsibility:

Provide in depth knowledge of human resource management processes and procedures to include computer based applications, storage and retrieval, classification, or development of document libraries. Provide counseling in support of organizations' business functions, as well as identifying and resolving disputes and disagreements amongst key and supporting personnel. Will also provide human resource support and guidance during management coaching services and seminars.

### Minimum Education:

A Bachelor's degree in a management or technical discipline, or over seven years of resource management experience.

## **9. Job Title: Computer Scientist/Analyst**

### Experience Requirement:

Nine years of progressive experience in the field of computer science, and techniques for its application to complex problem solutions and systems improvement and efficiency. Expertise in the required field as evidenced by past performance, publications or patents.

### Functional Responsibility:

Primary responsibility is solving any substantial functional problem for a major customer hardware/software system, or the design and development of a major new system, or redesign of an existing system. Will provide complex and sometimes technical analyses, scenarios, and reports relating to mission-oriented business programs or initiatives. Such work may include systems to provide substantial support to a business area, major network design or complex web technology. Provides 1) high level users and recommends mechanisms for improvement or 2) high level expertise in design and development, leadership in applying resources and meeting schedules, and problem detection and resolution.

### Minimum Education:

A Bachelor's degree related to the required specialty or equivalent. A Master's degree in a related field may be substituted for one year's progressive experience.

## **10. Job Title: Engineer**

### Experience Requirement:

Seven years of advanced technical experience characterized by progression in complexity, difficulty, and degree of independence of work assignments.

### Functional Responsibility:

Management and technical supervision of sub-ordinate engineers and engineering project teams. Engineering design to meet project concept. Development of schedules, resource requirements, test and evaluation methodology. Projects may be related to civil engineering, environmental engineering, hardware, software, engineering in RDT&E, production of life cycle support.

### Minimum Education:

A Bachelor of Science degree in one of the major engineering disciplines. A Master's degree may be substituted for one year of experience.

## **11. Job Title: Logistician**

### Experience Requirement:

At least five years military experience in broad area of logistics support relating to Government support operations.

### Functional Responsibility:

Provide ILS support including planning, documentation and training support packages for organizational improvement initiatives and process consultation. Such work includes program planning, logistical support for survey design and development, as well as management or strategy consulting. Conduct data collections for quality and performance studies/surveys related to fielding problems. Develop and implement maintenance procedures.

### Minimum Education:

A Bachelor's degree in a technical field from an accredited institution can be substituted for three years of experience.

## **12. Job Title: Cost Analyst**

### Experience Requirement:

Six years of progressive experience in cost analysis, budgeting or related areas. Must have experience in business processes and process improvement to include basic and streamlined office financial support duties.

### Functional Responsibility:

Analyzes and supports business processes that may include preparation for planning and budgeting cycles. Provide program planning, audits and evaluations, aid in the development of economic studies and financial and preparedness studies to support organizational business goals. Perform analytical evaluative work to the full range of financial operations including budgeting, expeditions, problem solving and reconciliation.

### Minimum Education:

A Bachelor's degree in finance, accounting, business or mathematics is desired. Master's degree equivalent to one year of experience. Three or more years of bookkeeping or accounting experience may be substituted for a Bachelor's degree.

**13. Job Title: Engineer III**

Experience Requirement:

Five years of experience characterized by progression and difficulty in the area of knowledge required.

Functional Responsibility:

Various levels of supervised and unsupervised responsibilities for a project or a significant component of a major project requiring specific expertise. Work may entail business, management, engineering and/or analysis experience, design, development, support operations, or testing in various work environments. Assists in engineering, analysis and design to meet functional requirements, provides improvement recommendations. Above may include Office Management or Task Leader responsibilities.

Minimum Education:

A Bachelor's degree is required or a computer science/engineering degree where specialized expertise is required. Ten years of experience may be substituted for a Bachelor's degree.

**14. Job Title: Analyst IV**

Experience Requirement:

At least seven years of experience characterized by progression and difficulty in the area of knowledge required.

Functional Responsibility:

Responsibility for a project or a significant component of a major project requiring specific expertise. Work entails management experience, program development, and support operations. Assists in analysis and design to meet required functional requirements, provides improvement recommendations.

Minimum Education:

A Bachelor's degree is required. Ten or more years of experience may be substituted for a Bachelor's degree.

**15. Job Title: Engineer II**

Experience Requirement:

Four years of experience characterized by progression in complexity and difficulty in the area of knowledge required.

Functional Responsibility:

Various levels of supervised and unsupervised responsibilities for a project or a significant component of a major project requiring specific expertise. Work may entail business, management, engineering and/or analysis experience, design, development, support operations, or testing in various work environments. Assists in engineering, analysis and/or design to meet functional requirements, provides improvement recommendations. Above may include Office Management or Task Leader responsibilities.

Minimum Education:

A Bachelor's degree is required or a computer science/engineering degree where specialized expertise is required. Seven years of experience may be substituted for a Bachelor's degree.

**16. Job Title: Analyst III**

Experience Required:

Five years of experience characterized by progression in complexity and difficulty in the area of knowledge required.

Functional Responsibility:

Responsibility for a project or a significant component of a major project requiring specific expertise. Work entails management experience, program development, and support operations. Assists in analysis and design to meet required functional requirements, provides improvement recommendations.

Minimum Education:

A Bachelor's degree is required. Seven or more years of experience may be substituted for a Bachelor's degree.

**17. Job Title: Engineer I**

Experience Requirement:

Three years of experience characterized by progression in complexity and difficulty in the area of knowledge required.

Functional Responsibility:

Varied levels of supervised and unsupervised responsibilities for a project or a significant component of a project requiring specific expertise. Work may entail business, management, engineering and/or analysis experience in the design, development, support operations, or testing in various work environments. Assists in engineering, analysis and or design to meet functional requirements and provides improvement recommendations.

Minimum Education:

A Bachelor's degree is required or a computer science/engineering degree where specialized expertise is required. Five years of experience may be substituted for a Bachelor's degree.

**18. Job Title: Analyst II**

Experience Requirement:

Over three years of experience characterized by progression in complexity and difficulty in the area of knowledge required.

Functional Responsibility:

Responsibility for a project or a significant component of a major project requiring specific expertise. Work entails management experience, program development, and support operations. Assists in analysis and design to meet required functional requirements, provides improvement recommendations.

Minimum Education:

A Bachelor's degree is required. Three or more years of experience may be substituted for a Bachelor's degree.

**19. Job Title: Technician**

Experience Requirement:

Entry-level position requiring one year of experience characterized by the area of knowledge required.

Functional Responsibility:

Entry-level position requiring supervision. Responsibility for supporting a program or project requiring specific technical expertise or analysis. Responsibilities require meeting defined goals and objectives under the supervision of management, task or project leaders in support of predetermined requirements.

Minimum Education:

A Bachelor's degree is desirable. Three or more years of experience may be substituted for a Bachelor's degree.

**20. Job Title: Analyst I**

Experience Requirement:

Entry-level position requiring one year of experience characterized by the area of knowledge required.

Functional Responsibility:

Entry-level position requiring supervision. Responsibility for supporting a specific program or project requiring specific expertise. Work entails meeting the supervisor's defined goals and objectives to meet required support requirements.

Minimum Educations:

A Bachelor's degree is desirable. Three or more years of experience may be substituted for a Bachelor's degree.

**21. Job Title: Technical Writer**

Experience Requirement:

Three years of experience in technical writing and documentation in support of engineering, automation or business functional areas. Demonstrated ability to write clearly and accurately.

Functional Responsibility:

Gathers, analyzes and composes technical information. Ensures the use of proper technical terminology, translates technical information into clear, readable documents to be used by technical and non-technical personnel. Edits functional descriptions, systems specifications, user's manuals and other deliverables and documents.

Minimum Education:

A bachelor's degree in English, Literature, or other related discipline or equivalent. A Master's degree in a related field may be substituted for one year's progressive experience. Five years of directly related experience may be substituted for a degree.

**22. Job Title: Junior Engineer**

Experience Requirement:

Two years experience in applications specific to job requirements is desired. Demonstration of word processing and/or office skills reduces the experience requirement.

Functional Responsibility:

Responsibilities require meeting defined goals and objectives under the supervision of management, task or project leaders in support of predetermined requirements. Work may entail business, engineering and/or support staff experience in various work environments.

Minimum Education:

Experience will be evaluated.

**23. Job Title: Support Staff III**

Experience Requirement:

Over two years experience in applications specific to job requirements is desired. Demonstration of word processing skills reduces the experience requirement.

Functional Responsibility:

Meet all assigned functions within the predetermined requirements for accuracy.

Minimum Education:

Experience will be evaluated.

**24. Job Title: Support Staff II**

Experience Requirement:

Must be competent and have experience in technical documentation, narrative material, and other word processing assignments.

Functional Responsibility:

Meet all assigned functions within the predetermined requirements for accuracy.

Minimum Education:

Graduation from a full 4-year high school, or equivalent.

**25. Job Title: Support Staff I**

Experience Requirement:

Entry-level position. Experience in operating office equipment, telephones and general duties.

Functional Responsibility:

Responsible for receptionist duties to include call answering and general duties of message taking, copying, and other general duties as directed.

Minimum Education:

Graduation from a full 4-year high school, or equivalent.