

OAK MANAGEMENT

GSA LABOR CATEGORY DESCRIPTIONS

FOR INFORMATION TECHNOLOGY SERVICES

The following labor category descriptions identify the minimum qualifications for the proposed Information Technology Professional and Support Services. Three (3) years of experience may be substituted for an educational degree from an accredited technical school. Registration as a professional engineer in a particular society will be considered the equivalent of a bachelor's degree. Security clearances may be required for certain positions as dictated by classification of the effort.

Executive Program Director

Minimum Experience: Twelve years (12) of progressively more responsible experience directing and managing information technology programs.

Functional Responsibility: Duties may include technical leadership, planning, and implementation for the procurement and management of information technology contracts. Develops and enforces work standards, provides quality assurance, assigns contractor schedules, and communicates goals, objectives, and policies. Directs financial management and administrative activities, such as budgeting, financial reporting, as well as manpower and resource planning. Supervises and directs staff on a daily basis. Experience in project development from inception to contract closeout is required.

Minimum Education: A bachelor's degree from an accredited university/college in a Technical or Business related discipline.

Program Director

Minimum Experience: Ten years (10) of progressively more responsible experience directing and managing information technology programs.

Functional Responsibility: Duties may include technical leadership, planning, and implementation for the procurement and management of information technology contracts. Develops and enforces work standards, provides quality assurance, assigns contractor schedules, and communicates goals, objectives, and policies. Oversees financial management and administrative activities, such as budgeting, financial reporting, as well as manpower and resource planning. Supervises and directs staff on a daily basis. Experience in most phases of project development from inception to contract closeout is required.

Minimum Education: A bachelor's degree from an accredited university/college in a Technical or Business related discipline.

Project Manager II

Minimum Experience: Eight years (8) of progressively more responsible experience directing and managing information technology programs.

Functional Responsibility: Duties may include technical leadership, planning, and implementation for the procurement and management of information technology contracts. Assists in developing and enforcing work standards, provides quality assurance, assigns

contractor schedules, and communicates goals, objectives, and policies. Oversees financial management and administrative activities, such as budgeting, financial reporting, as well as manpower and resource planning. Supervises and directs staff on a daily basis. Experience in project development is required.

Minimum Education: A bachelor's degree from an accredited university/college in a Technical or Business related discipline.

Chief Engineer

Minimum Experience: Fifteen (15) years experience applying an organization-wide set of disciplines for the planning, analysis, design, construction, implementation, and documentation of all systems.

Functional Responsibility: Provides expertise in multiple engineering disciplines. Performs as technical subject matter expert on complex or critical information systems. Directs system technical development and implementation.

Minimum Education: A bachelor's degree from an accredited university/college in a Technical or related discipline.

Principal Systems Engineer

Minimum Experience: Ten (10) years experience applying an organization-wide set of disciplines for the planning, analysis, design, construction, implementation, and documentation of all systems.

Functional Responsibility: Provides expertise in one or more engineering disciplines. Performs as technical lead on complex or critical information systems. Oversees system development and implementation.

Minimum Education: A bachelor's degree from an accredited university/college in a Technical or related discipline.

Senior Systems Engineer

Minimum Experience: Eight (8) years experience applying an organization-wide set of disciplines for the planning, analysis, design, construction, implementation, and documentation of all systems.

Functional Responsibility: Provides expertise in one or more engineering disciplines. Performs engineering tasks on complex or critical information systems.

Minimum Education: A bachelor's degree from an accredited university/college in a Technical or related discipline.

Systems Engineer III

Minimum Experience: Six (6) years experience in the planning, analysis, design, construction, implementation, and documentation of systems.

Functional Responsibility: Provides expertise in one or more engineering disciplines. Performs engineering tasks on complex or critical information systems.

Minimum Education: A bachelor's degree from an accredited university/college in a Technical or related discipline.

Systems Engineer II

Minimum Experience: Four (4) years experience in the planning, analysis, design, construction, implementation, or documentation of systems.

Functional Responsibility: Provides expertise in one or more engineering disciplines. Performs engineering tasks on information systems.

Minimum Education: A bachelor's degree from an accredited university/college in a Technical or related discipline.

Systems Engineer I

Minimum Experience: Less than four (4) years experience in the planning, analysis, design, construction, implementation, or documentation of systems.

Functional Responsibility: Provides expertise in one or more engineering disciplines. Performs engineering tasks on information systems.

Minimum Education: A bachelor's degree from an accredited university/college in a Technical or related discipline.

Principal Systems Analyst

Minimum Experience: Ten (10) years of progressively more responsible experience in systems analysis and engineering.

Functional Responsibility: Translates user automation requirements into hardware, software, and communications requirements and solutions. Performs system-wide analysis and engineering functions. Maintains the level of quality throughout the project life cycle. Establishes technical and administrative policies for personnel performing development tasks, including standards for review of work products for accuracy, adherence to the design concept and to applicable standards, review of program documentation to assure compliance with standards or requirements, and adherence to program milestones. Oversees systems analysts.

Minimum Education: A bachelor's degree from an accredited university/college.

Senior Systems Analyst

Minimum Experience: Eight (8) years of progressively more responsible experience in systems analysis and engineering.

Functional Responsibility: Translates user automation requirements into hardware, software, and communications requirements and solutions. Performs system-wide analysis and engineering functions. Maintains the level of quality throughout the project life cycle. Provides technical and administrative guidance for personnel performing development tasks, including review of work products for accuracy, adherence to the design concept and to applicable standards, review of program documentation to assure compliance with standards or requirements, and adherence to program milestones.

Minimum Education: A bachelor's degree from an accredited university/college.

Systems Analyst III

Minimum Experience: Five (5) years of progressively more responsible experience in systems analysis and engineering.

Functional Responsibility: Under direction of supervisors, translates user automation requirements into hardware, software, and communications requirements and solutions. Performs analysis and engineering functions. Maintains the level of quality throughout the project life

cycle. Performs and guides development tasks, including review of work products for accuracy, adherence to the design concept and to applicable standards, review of program documentation to assure compliance with standards or requirements, and adherence to program milestones. Coordinates problem resolution and user satisfaction.

Minimum Education: A bachelor's degree from an accredited university/college.

Systems Analyst II

Minimum Experience: Two (2) years of experience in systems analysis and engineering.

Functional Responsibility: Translates user automation requirements into hardware, software, and communications requirements, and solutions. Performs system analysis and engineering functions. Maintains the level of quality throughout the project life cycle. Performs development tasks, including review of work products for accuracy, adherence to the design concept and to applicable standards, review of program documentation to assure compliance with standards or requirements, and adherence to program milestones. Conducts problem resolution and ensures user satisfaction.

Minimum Education: A bachelor's degree from an accredited university/college.

Systems Analyst I

Minimum Experience: Less than two (2) years experience in systems analysis and engineering.

Functional Responsibility: Translates user automation requirements into hardware, software, and communications requirements, and solutions. Performs system analysis and engineering functions. Maintains the level of quality throughout the project life cycle. Performs development tasks, including review of work products for accuracy, adherence to the design concept and to applicable standards, review of program documentation to assure compliance with standards or requirements, and adherence to program milestones.

Minimum Education: A bachelor's degree from an accredited university/college.

Senior Database Analyst

Minimum/General Experience: Eight (8) years of progressively more responsible experience performing database management and administration.

Functional Responsibility: Provides planning and implementation guidance for incorporating new applications into database systems. Coordinates system resources with system operators, system and application programmers, and other users. Experience in the most current principles and practices of managing database systems and the ability to modify and maintain databases for specific user requirements. Ability to develop and implement training programs. Prepares training plans, curriculum, and materials. Ability to instruct users at all levels.

Minimum Education: A bachelor's degree from an accredited university/college.

Database Analyst III

Minimum Experience: Four (4) years of progressively more responsible experience in database systems development and maintenance.

Functional Responsibility: Provides the knowledge and experience to maintain database systems. Some experience in the most current principles and practices of managing database systems and the ability to modify and maintain databases for specific user requirements. Ability to develop and implement training programs. Prepares training plans, curriculum, and materials. Ability to instruct users at all levels.

Minimum Education: A bachelor's degree from an accredited university/college.

Database Analyst II

Minimum Experience: Two (2) years of progressively more responsible experience in database systems maintenance.

Functional Responsibility: Provides the knowledge and experience to maintain database systems. Some experience in the most current principles and practices of managing database systems and the ability to modify and maintain databases for specific user requirements. Ability to develop and implement training programs. Prepares training plans, curriculum, and materials. Ability to instruct users at operational levels.

Minimum Education: A bachelor's degree from an accredited university/college.

Database Analyst I

Minimum Experience: Less than two (2) years experience in the maintenance of database systems. Some knowledge or experience in the most current principles and practices of managing database systems and the ability to modify and maintain databases for specific user requirements.

Functional Responsibility: Ability to develop and implement training programs. Prepares training plans, curriculum, and materials.

Minimum Education: A bachelor's degree from an accredited university/college.

Program Support Specialist II

Minimum Experience: Four (4) years experience in supporting project tasks and administrative functions with minimal supervision.

Functional Responsibility: Provides administrative support and/or technical support of engineering projects.

Minimum Education: A high school diploma.

Program Support Specialist I

Minimum Experience: Less than four (4) years experience in supporting project tasks and administrative functions.

Functional Responsibility: Provides administrative support and/or technical support of engineering projects.

Minimum Education: A high school diploma.