



# MANTECH™

## ALWAYS ADVANCING

Law Enforcement Commercial Price List  
ManTech International Corporation  
January 2026

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## Labor Category Rates and Description

| <u>Labor Category</u>                              | <u>Code</u> | <u>Rate</u> |
|--|-------------|-------------|
| Corporate Staff Officers                           | LE-1        | \$919       |
| Executive Director                                 | LE-2        | \$723       |
| Technical Director                                 | LE-3        | \$544       |
| Senior Program Manager                             | LE-4        | \$723       |
| Staff Program Manager                              | LE-5        | \$673       |
| Associate Program Manager                          | LE-6        | \$544       |
| Senior Project Manager                             | LE-7        | \$416       |
| Project Manager                                    | LE-8        | \$314       |
| Principal Project Engineer                         | LE-9        | \$544       |
| Senior Project Engineer                            | LE-10       | \$416       |
| Staff Project Engineer                             | LE-11       | \$314       |
| Executive Director/Facilities Management           | LE-12       | \$723       |
| Subject Matter Expert III - Security               | LE-13       | \$919       |
| Subject Matter Expert II - Security                | LE-14       | \$790       |
| Subject Matter Expert I - Security                 | LE-15       | \$661       |
| Senior Project Manager /Health & Safety            | LE-16       | \$416       |
| Lead Staff Spec./Safety & Health                   | LE-17       | \$358       |
| Sr. Staff Specialist Health & Safety               | LE-18       | \$314       |
| Staff Specialist Health & Safety                   | LE-19       | \$239       |
| Director Security                                  | LE-20       | \$627       |
| Senior Manager - Security                          | LE-21       | \$314       |
| Staff Manager - Security                           | LE-22       | \$247       |
| Lead Staff Specialist/Security                     | LE-23       | \$358       |
| Sr. Staff Specialist/Security                      | LE-24       | \$314       |
| Prof. Staff Specialist - Security                  | LE-25       | \$239       |
| Assoc. Prof. Staff - Security                      | LE-26       | \$173       |
| Computer Forensics And Intrusion Principal Analyst | LE-27       | \$673       |
| Computer Forensics And Intrusion Senior Analyst    | LE-28       | \$536       |
| Computer Forensics And Intrusion Analyst           | LE-29       | \$401       |
| Computer Forensics And Intrusion Junior Analyst    | LE-30       | \$264       |
| Principal Analyst/ Intelligence                    | LE-31       | \$544       |
| Sr. Staff Manager/Intelligence                     | LE-32       | \$314       |
| Lead Analyst/Intelligence                          | LE-33       | \$416       |
| Senior Analyst/Intelligence                        | LE-34       | \$314       |
| Staff Analyst /Intelligence                        | LE-35       | \$239       |
| Lead Analyst/Technology Protection                 | LE-36       | \$416       |
| Senior Analyst/Technology Protection               | LE-37       | \$314       |
| Principal Executive Analyst – Security             | LE-38       | \$919       |
| Senior Executive Analyst - Security                | LE-39       | \$887       |
| Executive Analyst – Security                       | LE-40       | \$841       |
| Principal Analyst – Security                       | LE-41       | \$544       |
| Lead Analyst – Security                            | LE-42       | \$416       |
| Senior Analyst Security                            | LE-43       | \$314       |
| Staff Analyst – Security                           | LE-44       | \$239       |
| Associate Analyst – Security                       | LE-45       | \$204       |
| Senior Executive Analyst                           | LE-46       | \$614       |
| Executive Analyst                                  | LE-47       | \$544       |
| Principal Analyst                                  | LE-48       | \$485       |

| <u>Labor Category</u>                              | <u>Code</u> | <u>Rate</u> |
|--|-------------|-------------|
| Lead Analyst                                       | LE-49       | \$416       |
| Senior Analyst                                     | LE-50       | \$314       |
| Senior Staff Analyst                               | LE-51       | \$291       |
| Staff Analyst                                      | LE-52       | \$239       |
| Junior/Associate Analyst                           | LE-53       | \$173       |
| Executive Analyst – Information Systems Security   | LE-54       | \$673       |
| Principal Analyst-Information Systems Security     | LE-55       | \$544       |
| Senior Lead Analyst - Information Systems Security | LE-56       | \$485       |
| Lead Analyst – Information Systems Security        | LE-57       | \$416       |
| Senior Analyst - Info Sys Security                 | LE-58       | \$314       |
| Staff Analyst - Info Sys Security                  | LE-59       | \$239       |
| Assoc. Analyst-Info Sys Security                   | LE-60       | \$173       |
| Senior Engineer – Information Systems Security     | LE-61       | \$416       |
| Professional Staff - Security                      | LE-62       | \$204       |
| Staff Analyst - Risk Management /Lease Admin       | LE-63       | \$239       |
| Senior Manager - Computer Services                 | LE-64       | \$314       |
| Staff Manager - Computer Services                  | LE-65       | \$247       |
| Senior Manager - LAN Admin.                        | LE-66       | \$314       |
| Staff Manager - LAN Admin.                         | LE-67       | \$247       |
| Principal Engineer - Systems                       | LE-68       | \$544       |
| Senior Engineer - Systems                          | LE-69       | \$416       |
| Staff Engineer - Systems                           | LE-70       | \$314       |
| Assoc. Engineer - Systems                          | LE-71       | \$239       |
| Lead Analyst – Systems                             | LE-72       | \$416       |
| Senior Analyst - Systems                           | LE-73       | \$314       |
| Staff Analyst - Systems                            | LE-74       | \$239       |
| Associate Analyst - Systems                        | LE-75       | \$173       |
| Principal Network Engineer                         | LE-76       | \$544       |
| Senior Network Engineer                            | LE-77       | \$416       |
| Staff Network Engineer                             | LE-78       | \$314       |
| Associate Network Engineer                         | LE-79       | \$239       |
| Help Desk Manager                                  | LE-80       | \$314       |
| Help Desk Technician IV                            | LE-81       | \$247       |
| Help Desk Technician III                           | LE-82       | \$239       |
| Help Desk Technician II                            | LE-83       | \$204       |
| Help Desk Technician I                             | LE-84       | \$173       |
| Sr. Staff Specialist/ Communications               | LE-85       | \$314       |
| Staff Specialist/Communications                    | LE-86       | \$239       |
| Principal Engineer - Software                      | LE-87       | \$544       |
| Senior Engineer - Software                         | LE-88       | \$416       |
| Staff Engineer - Software                          | LE-89       | \$314       |
| Assoc. Engineer - Software                         | LE-90       | \$239       |
| Principal Analyst - Programming                    | LE-91       | \$544       |
| Lead Analyst – Programming                         | LE-92       | \$416       |
| Senior Analyst - Programming                       | LE-93       | \$314       |
| Staff Analyst - Programming                        | LE-94       | \$239       |
| Assoc. Analyst - Programming                       | LE-95       | \$173       |
| Lead Analyst – Database Design                     | LE-96       | \$416       |
| Senior Analyst - Database Design                   | LE-97       | \$314       |
| Staff Analyst - Database Design                    | LE-98       | \$239       |
| Assoc. Analyst - Database Design                   | LE-99       | \$173       |
| Principal Engineer - Hardware                      | LE-100      | \$544       |
| Senior Engineer - Hardware                         | LE-101      | \$416       |

| <u>Labor Category</u>                        | <u>Code</u> | <u>Rate</u> |
|--|-------------|-------------|
| Staff Engineer - Hardware                    | LE-102      | \$314       |
| Assoc. Engineer - Hardware                   | LE-103      | \$239       |
| Senior Field Engineer                        | LE-104      | \$416       |
| Staff Field Engineer                         | LE-105      | \$314       |
| Assoc. Field Engineer                        | LE-106      | \$239       |
| Senior Engineer - Logistics                  | LE-107      | \$416       |
| Staff Engineer - Logistics                   | LE-108      | \$314       |
| Assoc. Engineer - Logistics                  | LE-109      | \$239       |
| Sr. Technical Specialist - Logistics         | LE-110      | \$314       |
| Technical Specialist - Logistics             | LE-111      | \$247       |
| Senior Technician - Logistics                | LE-112      | \$239       |
| Staff Technician - Logistics                 | LE-113      | \$204       |
| Assoc. Technician - Logistics                | LE-114      | \$173       |
| Senior Engineer - Facilities Plan            | LE-115      | \$416       |
| Sr. Technical Specialist - Facilities        | LE-116      | \$314       |
| Technical Specialist/Facilities              | LE-117      | \$247       |
| Senior Technician - Facilities               | LE-118      | \$239       |
| Staff Technician - Facilities                | LE-119      | \$204       |
| Assoc. Technician - Facilities               | LE-120      | \$173       |
| Executive Director – Training                | LE-121      | \$711       |
| Principal Director – Training                | LE-122      | \$646       |
| Senior Director – Training                   | LE-123      | \$582       |
| Principal Analyst- Training                  | LE-124      | \$544       |
| Lead Analyst - Training                      | LE-125      | \$416       |
| Senior Analyst - Training                    | LE-126      | \$314       |
| Staff Analyst – Training                     | LE-127      | \$239       |
| Assoc. Analyst - Training                    | LE-128      | \$173       |
| Senior Manager – Admin. Services             | LE-129      | \$314       |
| Staff Manager – Admin. Services              | LE-130      | \$247       |
| Secretary/Admin. Asst II                     | LE-131      | \$204       |
| Secretary/Admin. Asst I                      | LE-132      | \$173       |
| Assist. Admin. Coor./Records Maintenance     | LE-133      | \$239       |
| Word Processing Supervisor                   | LE-134      | \$204       |
| Word Processor - II                          | LE-135      | \$122       |
| Word Processor - I                           | LE-136      | \$84        |
| Prof. Staff – Human Resources                | LE-137      | \$173       |
| Principal Engineer                           | LE-138      | \$544       |
| Senior Engineer                              | LE-139      | \$416       |
| Staff Engineer                               | LE-140      | \$314       |
| Associate Engineer                           | LE-141      | \$239       |
| Sr. Technical Specialist - Engineering       | LE-142      | \$314       |
| Technical Specialist - Engineering           | LE-143      | \$247       |
| Senior Technician - Engineering              | LE-144      | \$239       |
| Staff Technician - Engineering               | LE-145      | \$204       |
| Associate Technician - Engineering           | LE-146      | \$173       |
| Technical Specialist - Research              | LE-147      | \$247       |
| Senior Technician - Research                 | LE-148      | \$239       |
| Staff Technician - Research                  | LE-149      | \$204       |
| Assoc. Technician - Research                 | LE-150      | \$173       |
| Research Associate Professional Staff        | LE-151      | \$173       |
| Prof. Staff Specialist – Business Operations | LE-152      | \$239       |
| Sr. Technical Specialist - Writing           | LE-153      | \$314       |
| Lead Technician- Writing                     | LE-154      | \$247       |

| <u>Labor Category</u>                   | <u>Code</u> | <u>Rate</u> |
|---|-------------|-------------|
| Senior Technician - Writing             | LE-155      | \$239       |
| Staff Technician - Writing              | LE-156      | \$204       |
| Associate Technician - Writing          | LE-157      | \$173       |
| Sr. Technical Specialist - Illustration | LE-158      | \$314       |
| Tech. Specialist - Illustration         | LE-159      | \$247       |
| Senior Technician - Illustration        | LE-160      | \$239       |
| Staff Technician - Illustration         | LE-161      | \$204       |
| Associate Technician - Illustration     | LE-162      | \$173       |
| Lead Analyst – Quality                  | LE-163      | \$416       |
| Senior Analyst - Quality                | LE-164      | \$314       |
| Staff Analyst - Quality                 | LE-165      | \$239       |
| Assoc. Analyst - Quality                | LE-166      | \$173       |
| Senior Analyst/ Linguist                | LE-167      | \$314       |
| Staff Analyst / Linguist                | LE-168      | \$239       |
| Senior Technician                       | LE-169      | \$239       |
| Staff Technician                        | LE-170      | \$204       |
| Junior Technician                       | LE-171      | \$173       |
| Technical Specialist                    | LE-172      | \$247       |
| Senior Admin. Specialist                | LE-173      | \$173       |
| Admin. Specialist                       | LE-174      | \$204       |
| Junior Admin. Specialist                | LE-175      | \$173       |
| Staff Clerk                             | LE-176      | \$122       |
| Junior Clerk                            | LE-177      | \$84        |
| Associate Clerk                         | LE-178      | \$84        |
| Entry Control Technician                | LE-179      | \$122       |

| <u>Code</u> | <u>Labor Category</u>    | <u>Labor Category Description/Requirement</u>   |
|-------------|--------------------------|---|
| LE-1        | Corporate Staff Officers | <p>Minimum/General Experience: Minimum of ten years general experience, of which at least six years must be security related. Specialized experience includes: project development from inception to deployment, expertise in management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity. General experience includes increasing responsibilities within the discipline and/or management. Ten or more years in positions of increasing responsibility including supervisory/management experience.</p> <p>Functional Responsibility: Serves as ManTech's single program manager for security related projects, and shall be one of the individuals authorized to interface with the client. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising ManTech personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.</p> <p>Minimum Education: A Bachelors Degree in Business Administration, a related discipline, or equivalent experience.</p>  |
| LE-2        | Executive Director       | <p>Minimum/General Experience: Eight years general experience, of which at least four years must be security related. Specialized experience includes: project development from inception to deployment, expertise in management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity. General experience includes increasing responsibilities within the discipline and/or management. Typically advances through one of the professional areas supervised and is conversant with the spectrum of professional and technical disciplines represented in the organization. Must include previous supervisory/management experience.</p> <p>Functional Responsibility: Serves as ManTech's single program manager for security related projects, and shall be one of the individuals authorized to interface with the client. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising ManTech personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.</p> <p>Minimum Education: A Bachelors Degree plus eight years of relevant technical, professional, or management positions; or 11.5 years of similar experience in the security field.</p> |
| LE-3        | Technical Director       | <p>Minimum/General Experience: Minimum of five years general experience, of which at least three years must be security related. Specialized experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of varying complexities. General experience includes increasing responsibilities within the discipline and/or management.</p> <p>Functional Responsibility: Supports Corporate Staff Officer or Executive Director for security related contracts. Develops and implements short and long range work plans to insure that work is performed within the schedule and all program requirements are met or exceeded. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising ManTech personnel; assisting in task performance; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.</p> <p>Minimum Education: A Bachelors Degree in a field of study relevant to the work being performed.</p>  |

| <u>Code</u> | <u>Labor Category</u>  | <u>Labor Category Description/Requirement</u>   |
|-------------|------------------------|---|
| LE-4        | Senior Program Manager | <p>Minimum/General Experience: A minimum of ten years general/specialized experience/expertise. General/specialized experience/expertise includes: managing diverse programs/projects with emphasis in major security, counterintelligence, or intelligence related policy development, support or operations (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&amp;E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Demonstrates expertise in management and control of contract funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity and/or multiple contracts increasing responsibilities within the discipline and/or management and interactions with senior echelons of Government.</p> <p>Functional Responsibility: Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government to include senior/executive levels, Contracting Officer (CO), the Contracting Officer's Representative (COR), Government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards; assigning contractor schedules; reviewing work discrepancies; supervising contractor personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.</p> <p>Minimum Education: A Bachelor's Degree in a discipline related to the nature of the contract work or in a business related field. With twelve years of general/specialized experience a degree is not required. A Master's Degree, may be substituted for four years of general experience.</p>   |
| LE-5        | Staff Program Manager  | <p>Minimum/General Experience: A minimum of eight years general/specialized experience/expertise. General/specialized experience/expertise includes: managing diverse programs/projects with emphasis in major security, counterintelligence, or intelligence related policy development, support or operations (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&amp;E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Demonstrates expertise in management and control of contract funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity and/or multiple contracts increasing responsibilities within the discipline and/or management and interactions with senior echelons of Government.</p> <p>Functional Responsibility: Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government to include senior/executive levels, Contracting Officer (CO), the Contracting Officer's Representative (COR), Government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards; assigning contractor schedules; reviewing work discrepancies; supervising contractor personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.</p> <p>Minimum Education: A Bachelor's Degree in discipline related to the nature of the contract work or in business related field. Professional Certifications and experience may be substituted for a degree. With ten years of general/specialized experience/expertise, a degree is not required. A Master's Degree, may be substituted for four years of general experience.</p> |

| <u>Code</u> | <u>Labor Category</u>     | <u>Labor Category Description/Requirement</u>  |
|-------------|---------------------------|--|
| LE-6        | Associate Program Manager | <p>Minimum/General Experience: A minimum of six years general/specialized experience/expertise. General/specialized experience/expertise includes: managing diverse programs/projects with emphasis in major security, counterintelligence, or intelligence related policy development, support or operations (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&amp;E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Demonstrates expertise in management and control of contract funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity and/or multiple contracts increasing responsibilities within the discipline and/or management and interactions with senior echelons of Government.</p> <p>Functional Responsibility: Serves as the contractor's deputy contract manager, and shall as authorized by the Program Manager be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), Government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards; assigning contractor schedules; reviewing work discrepancies; supervising contractor personnel; assisting in task performance; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates.</p> <p>Minimum Education: A Bachelor's Degree in a discipline related to the nature of the contract work or in a business related field. Professional Certifications and experience may be substituted for a degree. With eight years of general/specialized experience/expertise, a degree is not required.</p> |
| LE-7        | Senior Project Manager    | <p>Minimum/General Experience: This position requires a minimum of three years general experience, of which at least two years must be security related. Specialized experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of varying complexities. General experience includes increasing responsibilities within the discipline and/ or management.</p> <p>Functional Responsibility: On security related contracts, with guidance from the Corporate Staff Officer, Executive Director or Technical Director, plans, organizes, directs, and supports all activities identified in individual or multiple delivery/task order(s); ensures conformance with task order schedules and costs; and monitors employee performance and productivity. In addition, this individual develops and implements training programs and remedial actions as necessary. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising ManTech personnel; assisting in all project management task performance; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance in the absence of a more senior manager.</p> <p>Minimum Education: A Bachelors Degree in discipline related to the nature of the contract/task order or in business related field or four and one-half years of similar on-the-job training.</p>  |
| LE-8        | Project Manager           | <p>Minimum/General Experience: Two years of experience in security, professional, or management positions or three and one-half years of similar on-the job training. Will have executed lower level supervisory duties for projects involving analysis, development, and/or support activities. Must have a demonstrated capability of good oral and written communication skills.</p> <p>Functional Responsibility: Supports program objectives by assisting more senior managers on the contract. Ensures conformance with task order schedules and costs; and monitors employee performance and productivity.</p>  |

| <u>Code</u>  | <u>Labor Category</u>      | <u>Labor Category Description/Requirement</u>  |
|--|----------------------------|--|
| Minimum Education: BS/BA in a field of study relevant to the work being performed. |                            |  |
| LE-9   | Principal Project Engineer | <p>Minimum/General Experience: Twelve years of project engineering experience.</p> <p>Functional Responsibility: On security related contracts, responsible for advanced level technical/administrative leadership of a project or group of projects within the programmatic guidelines set by the management and the client. Ensures work scope, schedule and budget are defined and maintained. Provides coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received as the project proceeds. Reviews completion and implementation of project and/or solution of assigned projects. Analyzes, investigates and develops project guidelines. Coordinates engineers and other technical staff. Interacts with vendors to provide products and services. Reports and recommends changes or project improvements to management. Provides direct support to program management. Provides technical consultation. May directly or indirectly supervise lower level engineers assigned to the project.</p> |
| LE-10  | Senior Project Engineer    | <p>Minimum Education: Masters Degree in Engineering, or equivalent.</p> <p>Minimum/General Experience: Eight years of project engineering experience.</p> <p>Functional Responsibility: Responsible for technical/administrative leadership of a security related project or group of security related projects within the programmatic guidelines set by program management and the client. Ensures work scope, schedule and budget are defined and maintained. Provides coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received as the project proceeds to the next phase. May supervise lower level engineers assigned to the project.</p>  |
| LE-11  | Staff Project Engineer     | <p>Minimum Education: Bachelors Degree in Engineering, or equivalent.</p> <p>Minimum/General Experience: Five years of project engineering experience.</p> <p>Functional Responsibility: Responsible for technical/administrative leadership of a security related project within the programmatic guidelines set by program management and the client. Ensures work scope, schedule and budget are defined and maintained. Provides resources coordination between resource managers/supervisors and ensures that all necessary reviews and approvals are obtained as the project proceeds to the next phase. May provide supervision and guidance to lower level employees.</p>  |
|  |                            | Minimum Education: Bachelors Degree in Engineering, or equivalent.   |

| <u>Code</u> | <u>Labor Category</u>                    | <u>Labor Category Description/Requirement</u>   |
|-------------|--|---|
| LE-12       | Executive Director/Facilities Management | <p>Minimum/General Experience: 15 years experience in facilities management, requirements analysis, and master planning required. Ability to manage projects from inception to completion. Directs and coordinates the activities to obtain optimum efficiency and economy of operations.</p> <p>Functional Responsibility: Confers with senior management, program managers, project personnel, subcontractors, and consultants. Applies problem-solving techniques to complex problems. Plans, coordinates and directs activities and ensures goals and objectives are accomplished. Assists in planning, developing, and implementing organizational goals and objectives. Organizes, develops and executes an aggressive marketing program in Facilities Management. Develops new markets and improves the competitive position of the company. Monitors compliance with corporate policies and procedures.</p> <p>Minimum Education: Masters Degree in Business Administration, Engineering, or related field.</p>   |
| LE-13       | Subject Matter Expert III – Security     | <p>Minimum/General Experience: Minimum of twenty five years of general/specialized experience/expertise within U.S. Government security fields ((e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&amp;E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Requires subject matter expertise and hands-on experience in one or more related disciplines; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires above average writing and communication skills and analytical capability. Requires experience in dealing with the most senior levels of Government and policy makers. Individual is renowned as one of the few experts having this depth of subject matter expertise.</p> <p>Functional Responsibility: Provides expert consulting services. Performs functions at the highest levels, interacts with senior officials and policy makers. Functions may include, but are not necessarily limited to, services such as; recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development and training, evaluating risk management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.</p> <p>Minimum Education: Master's Degree. Professional certifications and training in related fields are desired.</p> |
| LE-14       | Subject Matter Expert II – Security      | <p>Minimum/General Experience: Minimum of twenty years of general/specialized experience/expertise within U.S. Government security fields ((e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&amp;E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Requires subject matter expertise and hands-on experience in one or more related disciplines; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires writing and communication skills and analytical capability. Requires experience in dealing with the most senior levels of Government and policy makers. Individual is known within the industry as one of the tops in their field.</p> <p>Functional Responsibility: Provides expert consulting services. Performs functions at the highest levels, interacts with senior officials and policy makers. Functions may include, but are not necessarily limited to, services such as; recommending and</p>   |

| <u>Code</u> | <u>Labor Category</u>                   | <u>Labor Category Description/Requirement</u>   |
|-------------|---|---|
|             |   | <p>writing organizational policy and procedure documents, setting guidelines for curriculum development and training, evaluating risk management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.</p> <p>Minimum Education: Master's Degree. With a Bachelor's Degree a combined twenty four years of experience is required. Professional certifications and training in related fields is desired.</p>  |
| LE-15       | Subject Matter Expert I – Security      | <p>Minimum/General Experience: Minimum of sixteen years of general/specialized experience/expertise within U.S. Government security fields (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&amp;E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Requires subject matter expertise and hands-on experience in one or more related disciplines; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires writing and communication skills and analytical capability. Requires experience in dealing with the most senior levels of Government and policy makers. Individual is known within the industry as one of the tops in their field.</p> <p>Functional Responsibility: Provides expert consulting services. Performs functions at the highest levels, interacts with senior officials and policy makers. Functions may include, but are not necessarily limited to, services such as; recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development and training, evaluating risk management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.</p> <p>Minimum Education: Bachelor's Degree. A Master's Degree may be substituted for four years of general experience. Professional certifications and training in related fields is desired.</p> |
| LE-16       | Senior Project Manager /Health & Safety | <p>Minimum/General Experience: A minimum of 10-15 years experience with safety and health operations. Extensive experience with full responsibility for safety programs and procedures. Highly knowledgeable of OSHA and other state and local government safety regulations, safety analysis documentation, facility inspections, hazardous condition identification and corrective methods.</p> <p>Functional Responsibility: For security related efforts, directs or performs analyses and evaluations of safety systems. Researches and develops safety and health policies and procedures. Develops and conducts required safety training and certification programs. Identifies hazards and corrects deficiencies. Oversees handling and testing of hardware and other related materials. Performs accident investigations and prepares related documentation. Interfaces with the client and supports safety reviews. Develops Safety and Health Policies and Procedures Manual. Resolves program implementation of audit programs. Analyze program needs and recommends innovative ways to meet the needs. Research, evaluate and update current training methods as needed. Keeps abreast of all Federal, state and local government safety and health rules and regulations to assure adherence to guidelines. Manages, plans and administers employee safety training programs and procedures. Prepares and distributes educational materials and information. Audits company facilities and recommends actions for the correction of hazardous situations for</p>  |

| <u>Code</u> | <u>Labor Category</u>                | <u>Labor Category Description/Requirement</u>  |
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|             |                                      | <p>compliance with any applicable regulations. Interfaces with, compiles and submits required OSHA accident reports. May supervise lower level employees. Performs other related duties as assigned.</p> <p>Minimum Education: Bachelor of Science, Safety or equivalent field. Masters Degree preferred.</p>  |
| LE-17       | Lead Staff Spec./Safety & Health     | <p>Minimum/General Experience: A minimum of 8-10 years experience with safety and health operations. Extensive experience with full responsibility for safety programs and procedures. Highly knowledgeable of OSHA and other state and local government safety regulations, safety analysis documentation, facility inspections, hazardous condition identification and corrective methods.</p> <p>Functional Responsibility: On security related projects, manages, plans and administers safety training programs and procedures. Prepares and distributes educational materials and information, audits facilities, and recommends actions for the correction of hazardous situations for compliance with OSHA regulations. Compiles and submits required OSHA accident reports. Directs or performs analyses to evaluate safety systems. Researches and develops safety and health policies and procedures. Develops and conducts required safety training and certification programs. Identifies hazards and corrects deficiencies. Oversees handling and testing of hardware and other related materials. Performs accident investigations and prepares related documentation. Interfaces with the client and supports safety reviews</p> <p>Minimum Education: Bachelor of Science, Safety or equivalent field.</p>  |
| LE-18       | Sr. Staff Specialist Health & Safety | <p>Minimum/General Experience: 5+ years of general environmental safety experience.</p> <p>Functional Responsibility: The Health &amp; Safety Specialist will represent the company on environmental health and safety issues for security related work. Will advise management on all matters affecting employee health and safety as it relates to their working environment. The health and safety specialist will inspect operational areas to insure compliance with relevant regulations and recommend corrective actions; May provide leadership and guidance to lower level employees. Plans and administers safety training and certification programs. Prepares and distributes educational materials and information. Assists in auditing facilities, and recommends actions for the correction of hazardous situations for compliance. Makes judgments concerning complex problems, resorting to research if necessary. Detailed knowledge of operations, the potential hazards associated with those operations, the regulatory environment pertaining to the hazards and the most appropriate approach towards achieving control of those hazards. Responsible for writing formal structured reports with a minimum of supervision to operate independently in the field, at a specialist level being able to resort to others for assistance if needed.</p> <p>Minimum Education: Bachelors Degree in any area of applied science, such as safety engineering, industrial hygiene, chemistry, etc.,</p> |

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| LE-19       | Staff Specialist<br>Health & Safety | <p>Minimum/General Experience: Minimum 1 year experience in the Health and Safety field.</p> <p>Functional Responsibility: The Health &amp; Safety Specialist will represent the company on environmental health and safety issues for security related work. Will advise management on all matters affecting employee health and safety as it relates to their working environment. The health and safety specialist will inspect operational areas to insure compliance with relevant regulations and recommend corrective actions. Plans and administers employee safety training and certification programs. Prepares and distributes educational materials and information. Assists in auditing facilities, and recommends actions for the correction of hazardous situations for compliance. Makes judgments concerning complex problems, resorting to research if necessary. Detailed knowledge of operations, the potential hazards associated with those operations, the regulatory environment pertaining to the hazards and the most appropriate approach towards achieving control of those hazards. Responsible for writing formal structured reports with a minimum of supervision to operate independently in the field, at a specialist level being able to resort to others for assistance if needed.</p> <p>Minimum Education: Bachelors Degree in a related field or equivalent experience.</p>  |
| LE-20       | Director Security                   | <p>Minimum/General Experience: Minimum of ten years general experience, of which at least six years must be security related, and three years supervisory. Specialized experience includes: advanced practical experience in managing diverse protection programs with emphasis in managing security or related operations such as Acquisition RDT&amp;E or technology based programs of complex proportions, project development from inception to deployment, expertise in management and control of contract funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity. General experience includes increasing responsibilities within the security arena and/or management. Related security experience may include physical, IT, or personnel.</p> <p>Functional Responsibility: Supports program management in matters relating to overall contract performance, program personnel, reports, and contract deliverables. Provides guidance on both technical and non-technical matters. Develops and implements short and long range work plans to insure that work is performed within the schedule and all program requirements are met or exceeded. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates.</p> <p>Minimum Education: A Bachelors Degree in a discipline related to the nature of the contract work or in business related field.</p> |
| LE-21       | Senior Manager -<br>Security        | <p>Minimum/General Experience: Minimum of eight years experience in a security related function. Experience must include supervisory/management experience.</p> <p>Functional Responsibility: Responsible for the direct supervision/management of the security administration staff. Reviews and investigates non-compliance issues. Responsible for the employment, training and discipline of assigned employees.</p> <p>Minimum Education: Bachelors Degree or equivalent experience.</p>   |
| LE-22       | Staff Manager -<br>Security         | <p>Minimum/General Experience: Five years experience in a security related function.</p> <p>Functional Responsibility: Coordinates and monitors all security activities, ensuring compliance with applicable security policies and procedures. Coordinates all security education programs. Acts a primary liaison with upper management.. May provide work leadership to lower level employees.</p> <p>Minimum Education: Bachelors Degree or equivalent experience.</p>   |

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| LE-23       | Lead Staff Specialist/Security                     | <p>Minimum/General Experience: Ten years experience in the security field</p> <p>Functional Responsibility: Coordinates and monitors applicable security policies and procedures. Develops and implements security procedures. Monitors and conducts security education programs. Investigates or oversees the investigation of losses and security violations and recommends corrective actions. Keeps upper management informed of all security activities. Provides guidance to lower level employees.</p> <p>Minimum Education: Bachelors Degree or equivalent experience.</p>  |
| LE-24       | Sr. Staff Specialist/Security                      | <p>Minimum/General Experience: Seven years experience in a security related function.</p> <p>Functional Responsibility: Coordinates and monitors security program, ensuring compliance with company security policies and procedures. Develops and implements security education programs. Investigates or oversees the investigation of losses and security violations and recommends corrective actions. Keeps upper management informed of all security activities. Develops procedures and coordinates procedure manual revisions. Provides work leadership and guidance to lower level employees.</p> <p>Minimum Education: Bachelors Degree or equivalent experience.</p>   |
| LE-25       | Prof. Staff Specialist - Security                  | <p>Minimum/General Experience: Five years experience in a security related function.</p> <p>Functional Responsibility: Coordinates and monitors security program, ensuring compliance with company security policies and procedures. Develops and implements security education programs. Investigates or oversees the investigation of losses and security violations and recommends corrective actions. Keeps upper management informed of all security activities. Develops procedures and coordinates procedure manual revisions. Provides work leadership and guidance to lower level employees. Performs other duties, as assigned.</p> <p>Minimum Education: Bachelors Degree or equivalent experience.</p>  |
| LE-26       | Assoc. Prof. Staff - Security                      | <p>Minimum/General Experience: Entry level position.</p> <p>Functional Responsibility: Administers routine aspects security programs. Monitors security procedures; ensures compliance with all personal, physical and administrative security systems and procedures. Investigates losses and security violations; may recommend corrective action. Assists in revision of procedures manuals.</p> <p>Minimum Education: Bachelors Degree or equivalent experience.</p>  |
| LE-27       | Computer Forensics And Intrusion Principal Analyst | <p>Minimum/General Experience: Five (5) years of related experience. Must have one or more of the following: meticulous understanding and in-depth hands-on experience with computer network penetration testing and techniques; experience in computer and network evidence seizure, computer forensic analysis, and data recovery; experience in computer intrusion analysis and investigation, intrusion operations and detection; computer network surveillance/monitoring; extensive knowledge and in depth understanding of network protocols, network devices, multiple operating systems, and secure architectures; extensive experience conducting static and dynamic tool and program analysis including thorough source code review and reverse engineering.</p> <p>Functional Responsibility: Provides expert knowledge in computer and network forensics. Conducts vulnerability assessments. Researches and maintains proficiency in tools, techniques, countermeasures, and trends in computer and network vulnerabilities. Identifies, deters, monitors and investigates computer and network intrusions. Provides expert knowledge in any of the following areas: Computer and network forensics; Computer and network vulnerability testing/penetration techniques; Tool development for computer and network forensics and vulnerability testing. Provides computer forensic support to high technology investigations in the form of evidence seizure, computer forensic analysis, and data recovery. Conducts vulnerability assessments/penetration tests of information systems. Researches and maintains proficiency in tools, techniques, countermeasures, and trends in computer</p> |

| <u>Code</u> | <u>Labor Category</u>                           | <u>Labor Category Description/Requirement</u>   |
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|             |   | <p>and network vulnerabilities, data hiding and encryption. Develop tools, techniques, training and countermeasures for computer and network vulnerabilities, data hiding and encryption.</p> <p>Minimum Education: Bachelors Degree in Computer Science or a related field</p>   |
| LE-28       | Computer Forensics And Intrusion Senior Analyst | <p>Minimum/General Experience: Five (5) years of experience in Intrusion Analysis. Demonstrated ability to work independently or under only general supervision. Three (3) years in computer intrusion analysis and investigation, intrusion operations and detection; computer network surveillance and monitoring; vulnerability assessments; hacker methodologies and techniques; computer network exploitation methodology and techniques; computer attack and exploitation methodologies and techniques; firewall exploitation; as well as three (3) years experience in network protocols; network devices; computer security devices; multiple operating systems; secure architecture, methodologies, and tools; hardware and software configurations; and network LAN/WAN system administration in support of computer intrusion operations.</p> <p>Functional Responsibility: Provides knowledge in computer and network forensics. Conducts vulnerability assessments. Researches and maintains proficiency in tools, techniques, countermeasures, and trends in computer and network vulnerabilities. Identifies, deters, monitors and investigates computer and network intrusions. Provides expert knowledge in one or more of the following areas: Computer and network forensics; Computer and network vulnerability testing/penetration techniques; Tool development for computer and network forensics and vulnerability testing. Provides computer forensic support to high technology investigations in the form of evidence seizure, computer forensic analysis, and data recovery. Conducts vulnerability assessments/penetration tests of information systems. Researches and maintains proficiency in tools, techniques, countermeasures, and trends in computer and network vulnerabilities, data hiding and encryption.</p> <p>Minimum Education: Bachelors Degree in Computer Science, Information Systems, Engineering or a related scientific or technical discipline</p> |
| LE-29       | Computer Forensics And Intrusion Analyst        | <p>Minimum/General Experience: Two (2) years of experience in Intrusion Analysis to include computer network surveillance/monitoring; vulnerability assessments; network protocols; network devices; computer security devices; hardware and software configurations; and network LAN/WAN system administration in support of information assurance.</p> <p>Functional Responsibility: Conducts vulnerability assessments. Researches and maintains proficiency in tools, techniques, countermeasures, and trends in computer and network vulnerabilities. Identifies, deters, monitors and investigates computer and network intrusions. Responsible for assisting senior staff in one or more of the following areas: computer and network forensics; computer and network vulnerability testing/penetration techniques; and tool development for computer and network forensics and vulnerability testing. Provides computer forensic support to high technology investigations in the form of evidence seizure, computer forensic analysis, and data recovery. Conducts vulnerability assessments/penetration tests of information systems. Researches and maintains proficiency in tools, techniques, countermeasures, and trends in computer and network vulnerabilities, data hiding and encryption. Assists in developing tools, techniques, training and countermeasures for computer and network vulnerabilities, data hiding and encryption. Identifies, monitors and investigates computer and network intrusions.</p> <p>Minimum Education: Bachelors Degree in Computer Science, Information Systems, Engineering or a related scientific or technical discipline.</p>  |
| LE-30       | Computer Forensics And Intrusion Junior Analyst | <p>Minimum/General Experience: One (1) year experience in Intrusion Analysis to include computer network surveillance/monitoring; vulnerability assessments; network protocols; network devices; computer security devices; hardware and software</p>   |

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|             |                                    | configurations; and network LAN/WAN system administration in support of information assurance.  |
|             |                                    | Functional Responsibility: Conducts vulnerability assessments. Researches tools, techniques, countermeasures, and trends in computer and network vulnerabilities. Monitors and investigates computer and network intrusions. Responsible for assisting senior staff in one or more of the following areas: computer and network forensics; computer and network vulnerability testing/penetration techniques; and tool development for computer and network forensics and vulnerability testing. Provides computer forensic support to high technology investigations in the form of evidence seizure, computer forensic analysis, and data recovery. Conducts vulnerability assessments/penetration tests of information systems. Assists in developing tools, techniques, training and countermeasures for computer and network vulnerabilities, data hiding and encryption. Identifies, monitors and investigates computer and network intrusions. |
|             |                                    | Minimum Education: Bachelors Degree in Computer Science, Information Systems, Engineering or a related scientific or technical discipline is <i>preferred</i> .   |
| LE-31       | Principal Analyst/<br>Intelligence | Minimum/General Experience: Minimum of eight (8) years experience in intelligence and threat analysis.  |
|             |                                    | Functional Responsibility: Manages and provides high level intelligence and threat analysis and production support. Accesses and performs research on designated automated intelligence databases for the purpose of identifying information of interest to the customer, down-loading the identified information to an appropriate medium, and editing the information into format(s) to be specified by the customer. Provides intelligence and threat analysis of the information that is tailored to the customer's requirements. Provides leadership and guidance to lower level employees.  |
|             |                                    | Minimum Education: A Bachelors Degree is required.  |
| LE-32       | Sr. Staff<br>Mgr/Intelligence      | Minimum/General Experience: Seven (7) years experience in intelligence and threat analysis. <i>Prior management and supervisory experience required</i> .   |
|             |                                    | Functional Responsibility: Manage and provide specialized intelligence and threat analysis and production support. Accesses and performs research on designated automated intelligence databases for the purpose of identifying information of interest to the customer, down-loading the identified information to an appropriate medium, and editing the information into format(s) to be specified by the customer. Provides intelligence and threat analysis of the information that is tailored to the customer's requirements. Provide leadership and guidance to lower level employees.  |
|             |                                    | Minimum Education: Bachelors Degree or equivalent. Masters Degree and 4 years of related intelligence experience preferred.   |
| LE-33       | Lead<br>Analyst/Intelligence       | Minimum/General Experience: Seven (7) years of intelligence analysis experience.  |
|             |                                    | Functional Responsibility: Provides specialized intelligence and threat analysis and production support. Familiarity with intelligence software products and tools required. Conducts critical research. Researches, develops, tests and evaluates programs. May provide leadership to lower level employees.   |
|             |                                    | Minimum Education: Bachelors Degree or equivalent. Masters Degree and 5 years of related intelligence experience preferred.   |

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| LE-34       | Senior Analyst/Intelligence            | <p>Minimum/General Experience: 6 years experience in intelligence and threat analysis.</p> <p>Functional Responsibility: Provides specialized intelligence and threat analysis and production support. Develops documents, summaries, reports, presentations and other designated products in support of the client's requirements. Presents briefings to key personnel designated by the customer. May provide leadership to lower level employees.</p> <p>Minimum Education: Bachelors Degree or equivalent experience. Masters Degree and 4 years of related intelligence experience preferred.</p>  |
| LE-35       | Staff Analyst /Intelligence            | <p>Minimum/General Experience: 5 years experience in intelligence and threat analysis.</p> <p>Functional Responsibility: Provides specialized intelligence and threat analysis and production support.</p> <p>Minimum Education: Bachelors Degree or equivalent experience. Masters Degree and 3 years of related intelligence experience preferred.</p>  |
| LE-36       | Lead Analyst/Technology Protection     | <p>Minimum/General Experience: 10 years of intelligence analysis experience.</p> <p>Functional Responsibility: Produces integrated threat assessment products/finished analytical reports and studies based on intelligence analyses conducted. Provides threat assessments and analyzes products. Provides training, if necessary. Develops documentation.</p> <p>Minimum Education: Bachelors Degree or equivalent experience and 10 years of intelligence analysis experience. Masters Degree and five years of related intelligence experience preferred.</p>   |
| LE-37       | Senior Analyst/Technology Protection   | <p>Minimum/General Experience: 8 years of intelligence analysis experience.</p> <p>Functional Responsibility: Produces integrated threat assessment products/finished analytical reports and studies based on analyses conducted. Coordinates analytical products to numerous resources, to include various databases to ensure a real-time tailored product is provided.</p> <p>Minimum Education: Bachelors Degree or equivalent experience and 8 years of intelligence analysis experience. Masters Degree and four years of related intelligence experience preferred.</p>  |
| LE-38       | Principal Executive Analyst – Security | <p>Minimum/General Experience: Over sixteen years security experience (e.g.; technical, physical, information, personnel security). Requires subject matter expertise and hands-on experience in one or more security disciplines. Requires solid and proven writing and communication skills.</p> <p>Functional Responsibility: Performs and/or manages security services in one or more of the specialized security areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Manages projects and supervises other security specialists.</p> <p>Minimum Education: A Bachelors Degree or an equivalent combination of formal education and related experience.</p> |

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| LE-39       | Senior Executive Analyst – Security | <p>Minimum/General Experience: Over fourteen years security experience (e.g.; technical, physical, information, personnel security). Requires subject matter expertise and hands-on experience in one or more security disciplines. Requires solid and proven writing and communication skills.</p> <p>Functional Responsibility: Performs and/or manages security services in one or more of the specialized security areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Manages projects and supervises other security specialists.</p> <p>Minimum Education: A Bachelors Degree or an equivalent combination of formal education and related experience.</p>  |
| LE-40       | Executive Analyst-Security          | <p>Minimum/General Experience: Over twelve years security experience (e.g.; technical, physical, information, personnel security). Requires subject matter expertise and hands-on experience in one or more security disciplines. Requires solid and proven writing and communication skills.</p> <p>Functional Responsibility: Performs and/or manages security services in one or more of the specialized security areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Manages projects and supervises other security specialists.</p> <p>Minimum Education: A Bachelors Degree or an equivalent combination of formal education and related experience.</p>  |
| LE-41       | Principal Analyst – Security        | <p>Minimum/General Experience: Over ten years security experience (e.g.; technical, physical, information, personnel security). Requires subject matter expertise and hands-on experience in one or more security disciplines. Requires solid and proven writing and communication skills.</p> <p>Functional Responsibility: Performs and/or manages security services in one or more of the specialized security areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Manages projects and supervises other security specialists.</p> <p>Minimum Education: High School Diploma and 10 years experience in a related security function required. Bachelors Degree with 6-8 years of related security experience is preferred. Professional certifications and training in related fields are desired.</p> |
| LE-42       | Lead Analyst – Security             | <p>Minimum/General Experience: Minimum of seven years security experience (e.g.; technical, physical, information, personnel security). Requires subject matter expertise and hands-on experience in one or more security disciplines. Requires solid and proven writing and communication skills.</p> <p>Functional Responsibility: Performs and/or manages security services in one or more of the specialized security areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Manages projects and supervises other security specialists.</p> <p>Minimum Education: High School Diploma and seven years experience in a related security function required. Bachelors Degree is preferred. Professional certifications and training in related fields are desired.</p>                                    |

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| LE-43       | Senior Analyst Security      | <p>Minimum/General Experience: Minimum of five years security experience (e.g.; technical, physical, information, personnel security). Requires subject matter expertise and hands-on experience in one or more security disciplines. Requires solid and proven writing and communication skills. Experience establishing and implementing complex security programs and policies.</p> <p>Functional Responsibility: Provides expert consulting services. Performs functions at highest levels, interacts with senior management. Functions may include, but not necessarily be limited to, services such as; recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development, preparing and conducting high level briefings, conducting research, preparing reports and special studies.</p> <p>Minimum Education: High School Diploma. Bachelors Degree preferred. Professional certifications and training in related fields are desired.</p>  |
| LE-44       | Staff Analyst – Security     | <p>Minimum/General Experience: Minimum of three years security experience (e.g.; technical, physical, information, personnel security). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex security programs and policies. Requires good writing and communication skills.</p> <p>Functional Responsibility: Performs and or manages security services in one or more of the specialized security areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Manages projects and supervises other security specialists.</p> <p>Minimum Education: High School Diploma. Bachelors Degree preferred. Professional certifications and training in related fields are desired.</p>      |
| LE-45       | Associate Analyst - Security | <p>Minimum/General Experience: Minimum of one year security experience (e.g.; technical, physical, information, personnel security). Requires subject matter expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex security programs and policies. Requires good writing and communication skills.</p> <p>Functional Responsibility: Performs and or manages security services in one or more of the specialized security areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provides analytical, research and technical support to projects, producing solutions and documentation. Develops and monitors project tasks and schedules. Manages projects and supervises other security specialists.</p> <p>Minimum Education: High School Diploma. Bachelors Degree preferred. Professional certifications and training in related fields are desired.</p>         |
| LE-46       | Senior Executive Analyst     | <p>Minimum/General Experience: Minimum of twenty years experience of which eight must be specialized within one or more security disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area of task order is required.</p> <p>Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research</p> |



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|             |                       | <p>and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.</p> <p>Minimum Education: Bachelors Degree</p>  |
| LE-47       | Executive Analyst     | <p>Minimum/General Experience: Minimum of sixteen years experience of which eight must be specialized within one or more security disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area of task order is required.</p> <p>Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.</p> <p>Minimum Education: Bachelors Degree</p>  |
| LE-48       | Principal Analyst     | <p>Minimum/General Experience: Minimum of fourteen years experience of which eight must be specialized within one or more security disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area of task order is required.</p> <p>Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.</p> <p>Minimum Education: Bachelors Degree</p> |



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| LE-49       | Lead Analyst          | <p>Minimum/General Experience: Minimum of twelve years experience of which eight must be specialized within one or more security disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area of task order is required.</p> <p>Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.</p> <p>Minimum Education: Bachelors Degree</p> |
| LE-50       | Senior Analyst        | <p>Minimum/General Experience: Minimum of ten years experience of which six must be specialized within one or more security disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area of task order is required.</p> <p>Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.</p> <p>Minimum Education: Bachelors Degree</p>      |
| LE-51       | Senior Staff Analyst  | <p>Minimum/General Experience: Minimum of eight years experience of which two must be specialized within one or more security disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures.</p> <p>Functional Responsibility: In conjunction with the provision of professional security services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules.</p> <p>Minimum Education: Bachelors Degree</p>   |

| <u>Code</u> | <u>Labor Category</u>                            | <u>Labor Category Description/Requirement</u>   |
|-------------|--|---|
| LE-52       | Staff Analyst                                    | <p>Minimum/General Experience: Minimum of six years experience of which two must be specialized within one or more security disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures.</p> <p>Functional Responsibility: In conjunction with the provision of professional security services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules.</p> <p>Minimum Education: Bachelors Degree</p>  |
| LE-53       | Junior/Associate Analyst                         | <p>Minimum/General Experience: Minimum of four year experience of which two must be specialized within one or more security disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures.</p> <p>Functional Responsibility: In conjunction with the provision of professional security services, conducts analysis to determine and support functional and cross-functional requirements. Performs analysis of specialized and/or technical data, producing solutions and documentation. Duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules.</p> <p>Minimum Education: Bachelors Degree</p> |
| LE-54       | Executive Analyst – Information Systems Security | <p>Minimum/ General Experience: Over twelve years of general and specialized experience in information systems security. Requires subject matter expertise and hands-on experience in one or more security disciplines: experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability.</p> <p>Functional Responsibility: With no supervision, performs system security analyses on company and client networks and AIS; performs security audits, evaluations, and risk assessments of complex operational data processing communications systems and facilities. Performs functions at the highest levels, interacts with senior management. Functions may include, but are no necessarily limited to, services such as; recommending and writing organizational policy a procedure documents, setting guidelines for curriculum development and training, evaluate management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.</p> <p>Minimum Education: Bachelors Degree. Masters Degree preferred. Professional certifications and training in related fields is desired.</p>                         |
| LE-55       | Principal Analyst-Information Systems Security   | <p>Minimum/ General Experience: Over ten years of general and specialized experience in information systems security. Requires subject matter expertise and hands-on experience in one or more security disciplines: experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability.</p>   |

| <u>Code</u> | <u>Labor Category</u>                              | <u>Labor Category Description/Requirement</u>   |
|-------------|--|---|
|             |  | <p>Functional Responsibility: With no supervision, performs system security analyses on company and client networks and AIS; performs security audits, evaluations, and risk assessments of complex operational data processing communications systems and facilities. Performs functions at the highest levels, interacts with senior management. Functions may include, but are no necessarily limited to, services such as; recommending and writing organizational policy a procedure documents, setting guidelines for curriculum development and training, evaluate management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.</p> <p>Minimum Education: Bachelors Degree. Masters Degree preferred. Professional certifications and training in related fields is desired.</p>  |
| LE-56       | Senior Lead Analyst – Information Systems Security | <p>Minimum/General Experience: Minimum of eight years experience in telecommunications, communications, information systems security, information assurance and information operations. Has demonstrated experience in administrating BSD/UNIX, Windows, Windows NT, LINUX, or open systems-compliant systems. Four years of experience with information security/network monitoring tools and software.</p> <p>Functional Responsibility: Oversees and manages day-to-day configuration and operation of information systems. Optimize system operation and resource utilization, and performs system capacity planning/analysis while maintaining the security posture. Provides assistance to users in accessing and using support systems. Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based.</p> <p>Minimum Education: A Bachelors Degree in Computer Science, Information Systems, Business, Mathematics, or other related technical field is required.</p> |
| LE-57       | Lead Analyst – Information Systems Security        | <p>Minimum/General Experience: Minimum of seven years experience in telecommunications, communications, information systems security, information assurance and information operations. Has demonstrated experience in administrating BSD/UNIX, Windows, Windows NT, LINUX, or open systems-compliant systems. Four years of experience with information security/network monitoring tools and software.</p> <p>Functional Responsibility: Oversees and manages day-to-day configuration and operation of information systems. Optimize system operation and resource utilization, and performs system capacity planning/analysis while maintaining the security posture. Provides assistance to users in accessing and using support systems. Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based.</p> <p>Minimum Education: A Bachelors Degree in Computer Science, Information Systems, Business, Mathematics, or other related technical field is required.</p> |
| LE-58       | Senior Analyst - Info Sys Security                 | <p>Minimum/General Experience: Minimum of four years general experience and four years specialized experience in information systems security.</p> <p>Functional Responsibility: Oversees and manages day-to-day configuration and operation of Information Systems. Optimize system operation and resource utilization, and performs system capacity planning/analysis while maintaining the security posture. Provides assistance to users in accessing and using support systems. Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based.</p> <p>Minimum Education: A Bachelors Degree in Computer Science, Information Systems, Business, Mathematics, or other related technical field is required.</p>   |

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|-------------|--|--|
| LE-59       | Staff Analyst - Info Sys Security              | <p>Minimum/General Experience: Minimum of two years experience in information systems security.</p> <p>Functional Responsibility: Oversees and manages day-to-day configuration and operation of Information Systems. Optimize system operation and resource utilization, and performs system capacity planning/analysis while maintaining the security posture. Provides assistance to users in accessing and using support systems. Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based.</p> <p>Minimum Education: A Bachelors Degree in Computer Science, Information Systems, Business, Mathematics, or other related technical field is required</p>  |
| LE-60       | Assoc. Analyst - Info Sys Security             | <p>Minimum/General Experience: One year experience in information systems security.</p> <p>Functional Responsibility: Performs network vulnerability analysis and reporting. Perform network security monitoring and analysis, identifies suspicious and malicious activities, identifies and tracks malicious code (including worms, viruses, Trojan horses, etc), enters and tracks events and incidents. Supports incident escalation and assesses probable impact and damages, identifies damage control, assists in developing course of action and recovery procedures. Knowledge of LANs, VPNs, Routers, firewalls.</p> <p>Minimum Education: High School Diploma required. Bachelors Degree is preferred. Professional certifications and training in related fields are desired.</p>  |
| LE-61       | Senior Engineer – Information Systems Security | <p>Minimum/General Experience: Minimum of ten (10) years relevant experience in information systems, risk management and analysis.</p> <p>Functional Responsibility: Develops and applies advanced methods, theories and research techniques in the solution of security environment requirements and problems. Plans, conducts and technically directs projects. Coordinates the efforts of technical and support staff in the performance of assigned duties. Reviews Information Systems security environments relevant to all aspects of physical, technical and administrative security issues. May provide information systems security training to other employees and perform oversight of all task-specific activities such as document preparation, writing, methodologies, etc. Provides work leadership to lower level employees.</p>  |
| LE-62       | Professional Staff - Security                  | <p>Minimum Education: Bachelors Degree</p> <p>Minimum/General Experience: This position requires a minimum of two years experience in law enforcement, security or comparable areas with specific training and certifications in the investigative disciplines. Collects information, as directed by senior personnel, regarding civil wrongs; personnel security; accidents; fires; damages or injuries to persons or property; employment discrimination; etc. Prepares appropriate findings of fact and presents reports to appropriate authorities.</p> <p>Functional Responsibility: Provides investigative support for security matters. Conducts inquiries into the background of individuals and submits reports to proper adjudicative authority. Investigates employee misconduct, including management and disciplinary actions. Conducts administrative fact-finding investigations. Must be familiar with the law, regulations and Supreme Court decisions regarding union and other representation during witness and subject interviews. Must recognize when an investigation develops potential criminal ramifications and institute appropriate procedures. Investigator is aware of and complies with the provisions of the Privacy Act and the Freedom of Information Act as they relate to the disclosure of investigative information and the preservation of notes and other relevant information developed during the course of an investigation. Must have a general knowledge and understanding of basic investigative techniques such as methods for performing video surveillance, legal restrictions, evidence collection, storage, chain of custody, etc.</p> <p>Minimum Education: Bachelors Degree. Must be properly licensed under the laws of the jurisdiction in which the investigation is conducted.</p> |

| <u>Code</u> | <u>Labor Category</u>                        | <u>Labor Category Description/Requirement</u>   |
|-------------|--|---|
| LE-63       | Staff Analyst - Risk Management /Lease Admin | <p>Minimum/General Experience: 4 years insurance industry experience required. Property and Casualty claim experience preferred.</p> <p>Functional Responsibility: Gathers and compiles data necessary for insurance policy renewal including but not limited to payroll, revenues, auto fleet, asset schedules, completion and processing of applications for all major insurance lines. Maintains risk management, loss control and claims file and handle all applicable incoming mail. Coordinates loss prevention inspections and review for follow up on loss prevention inspection recommendations with carriers as well as with insurance brokers. Addresses day-to day insurance questions from the field.</p> <p>Minimum Education: Bachelors Degree</p>  |
| LE-64       | Senior Manager - Computer Services           | <p>Minimum/General Experience: Six years of related experience including supervisory/management experience.</p> <p>Functional Responsibility: On security related work, schedules and coordinates work flow of computer operations personnel. Schedules work of users. Provides technical assistance to system users in resolving complex operating problems. Selects, trains and evaluates computer operations personnel.</p> <p>Minimum Education: An Associate Degree in Computer Science or a related field</p>   |
| LE-65       | Staff Manager - Computer Services            | <p>Minimum/General Experience: Five years of related experience.</p> <p>Functional Responsibility: In support of security related projects, performs operation and maintenance of peripherals, including processors, disk drives and printers. Resolves more complex operating problems. Performs non-standard system maintenance activities. Provides technical assistance to lower level operators and system users.</p>  |
| LE-66       | Senior Manager - LAN Admin.                  | <p>Minimum Education: Requires two years of college or technical training.</p> <p>Minimum/General Experience: Five years of related experience.</p> <p>Functional Responsibility: On security related efforts, proposes and implements network policy to include firewalls, Internet Applications (Gopher, Mosaic), modems, communication servers, and WAN connectivity. Responsible for the design, installation and maintenance of the company (or department's) local area network. Responsible for analyzing, evaluating, and architecting cost effective LAN application solutions that make the most of resources and technology available in meeting business requirements. Evaluates vendor hardware and software for large, complex networks. Designs and implements interface programs. Develops LAN security procedures. Maintains applicable CERT and CIAC alerts and bulletins. Implements recommended security changes to include programs and applications, modifying firewalls, and hosts. Troubleshoots complex LAN problems. Demonstrated ability to determine network and application performance, evaluate and diagnose network performance issues and recommend and implement solutions for network performance improvement. Usually has supervisory responsibility.</p> <p>Minimum Education: A Bachelors Degree in Computer Science or a related field</p> |
| LE-67       | Staff Manager - LAN Admin.                   | <p>Minimum/General Experience: Two years of related experience.</p> <p>Functional Responsibility: In support of security related contracts, responsible for the installation, maintenance and use of the company/department's local area network. Assists with the evaluation of vendor products to recommend initial acquisition or system enhancements. Manages LAN performance and maintain LAN security. Installs all network software and troubleshoots LAN problems. Implements LAN policies, procedures and standards and ensures their conformance according to company's objectives. Trains users on LAN operation.</p> <p>Minimum Education: Requires a Bachelors Degree.</p>   |

| <u>Code</u> | <u>Labor Category</u>        | <u>Labor Category Description/Requirement</u>  |
|-------------|------------------------------|--|
| LE-68       | Principal Engineer - Systems | <p>Minimum/General Experience: Fifteen or more years of applicable progressively complex system design experience including hardware/software integration of complex systems.</p> <p>Functional Responsibility: On security related programs, develops and applies advanced methods, theories and research techniques in the investigation and solution of complex and difficult system design requirements and problems requiring the expert application of advanced knowledge. Develops and refines new engineering techniques to enhance quality and productivity. Establishes performance and technical standards. Generates and approves project and testing specifications. May lead or coordinate complex task/project teams. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of engineers and technical support personnel in the performance of assigned duties. Conducts investigations of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Reviews completion and implementation of system additions and/or enhancements and recommends corrections in technical application and analysis to management. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations. May provide work leadership to lower level employees.</p> <p>Minimum Education: Masters Degree or Ph.D. in Computer Science or a related field.</p>   |
| LE-69       | Senior Engineer - Systems    | <p>Minimum/General Experience: Eight or more years of applicable progressively complex systems design experience, including hardware/software integration of complex systems.</p> <p>Functional Responsibility: For security related work, develops and applies advanced methods, theories and research techniques in the solution of advanced system requirements and problems. Provides comprehensive definition of all aspects of systems development from analysis of mission needs to verification of system performance. Performs evaluation of alternatives and assessment of risks and costs. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of technical and support staff in the performance of assigned duties. Documents the results of complex analysis and design tasks. Develops test planning documentation, including test plans, test specifications, and test procedures for integrated systems. Conducts investigations and tests of considerable complexity. Possesses experience with simulations, data extraction, reduction, and analysis methodologies, modern techniques for system integration, and systems and software configuration management policy and guidelines. Reviews literature, patents and current practices relevant to the solution of assigned projects. Reviews completion and implementation of system additions and/or enhancements and makes recommendations to management. Evaluates vendor capabilities to provide required products or services. Conducts hardware and software trade-off studies and prepares technical reports on the assessments. Reviews and evaluates proposed system interoperability from both data exchange and communications support capabilities. Participates in site testing, security accreditation, and formal acceptance testing. May provide work leadership to lower level employees.</p> <p>Minimum Education: Masters Degree in Computer Science or a related field</p> |
| LE-70       | Staff Engineer - Systems     | <p>Minimum/General Experience: Five (5) years of system design experience, including hardware/software integration.</p> <p>Functional Responsibility: For security related work, defines, designs and develops system requirements. Assesses architecture and current hardware limitations, defines and designs complex system specifications, input/output processes and working parameters for hardware/software compatibility. Coordinates design of subsystems and integration of total system. Analyzes and resolves difficult and complicated program support deficiencies. Conducts independent technical investigation in systems design. Coordinates and consolidates design efforts on major projects. May provide work leadership to lower level employees.</p> <p>Minimum Education: Bachelors Degree (Masters preferred) in Computer Science or a related field.</p>  |

| <u>Code</u> | <u>Labor Category</u>     | <u>Labor Category Description/Requirement</u>   |
|-------------|---------------------------|---|
| LE-71       | Assoc. Engineer - Systems | <p>Minimum/General Experience: Two years of system design experience including hardware/software integration experience.</p> <p>Functional Responsibility: On security related contracts, provides basic technical assistance in engineering functions under the supervision of more senior personnel. Analyzes existing systems and defines, designs and develops new system requirements. Determines systems specifications, input/output processes and working parameters for software/hardware compatibility. Coordinates design of subsystems and integration of total system. Identifies, analyzes and resolves program support deficiencies.</p> <p>Minimum Education: Bachelors Degree in Computer Science or a related field.</p>  |
| LE-72       | Lead Analyst – Systems    | <p>Minimum/General Experience: Ten years of increasingly complex and responsible systems analysis experience.</p> <p>Functional Responsibility: For security related work, analyzes and evaluates major system project requirements of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with the system. Reviews user requirements and provides direction in the identification of problem and potential resolution. Provides analytical support in the conceptualization, development and implementation of complex, multiple, inter-linked systems. Defines system objectives and prepares system design specifications to meet user requirements and satisfy interface problems. Formulates logical statements of user requirements and develops solutions through application of systems and method engineering techniques. Reviews alternate approaches and selects appropriate methodology. Provides work leadership, guidance, and direction to lower level employees.</p> <p>Minimum Education: Bachelors/Masters Degree in Computer Science, Management Information Systems or a related field.</p>  |
| LE-73       | Senior Analyst - Systems  | <p>Minimum/General Experience: Eight years of increasingly complex and responsible systems analysis experience.</p> <p>Functional Responsibility: On security projects, directs systems analyses and feasibility studies. Assists client in the planning and coordinating acquisition and implementation of systems. Analyzes and evaluates major system project requirements of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with the system. Reviews user requirements and provides direction in the identification of problem and potential resolution. Provides analytical support in the conceptualization, development and implementation of complex, multiple, inter-linked systems. Defines system objectives and prepares system design specifications to meet user requirements and satisfy interface problems. Formulates logical statements of user requirements and develops solutions through application of systems and method engineering techniques. Reviews alternate approaches and selects appropriate methodology. Prepares functional specifications for acquiring commercially available equipment. May provide work leadership to lower level employees. Supports the process improvement efforts by providing specific, high level technical expertise as required by the team leader. Consults with user management to ensure that problems are properly identified and solutions meet the requirements.</p> <p>Minimum Education: Bachelors/Masters Degree in Computer Science, Management Information Systems or a related field.</p> |

| <u>Code</u> | <u>Labor Category</u>       | <u>Labor Category Description/Requirement</u>   |
|-------------|-----------------------------|---|
| LE-74       | Staff Analyst - Systems     | <p>Minimum/General Experience: Two years related systems analysis experience.</p> <p>Functional Responsibility: For security related efforts, performs analysis and systems design for a variety of applications. Analyzes systems and procedures to refine their formulation and converts them to programmable formats. Gathers information from users for analysis of problem areas. Participates in or may plan and conduct preliminary studies of potential data processing applications and prepares design proposals to reflect cost, time and alternative actions to satisfy existing and future needs. Develops detailed systems specifications for conversion to programming language. Recommends conversion and system implementation plans including user training and orientation.</p> <p>Minimum Education: Bachelors Degree in Computer Science, Management Information Systems or a related field.</p>   |
| LE-75       | Associate Analyst - Systems | <p>Minimum/General Experience: Entry level position.</p> <p>Functional Responsibility: Assists in performing routine analysis and systems design. Gathers information from users for analysis of problem areas and prepares elementary feasibility studies. Assists in preparation of systems specifications. Prepares basic functional process charts describing existing and proposed operations and routine logic flow charts of basic systems. May prepare detailed layouts from specifications provided by others. May conduct elementary form design and layout activities.</p> <p>Minimum Education: Bachelors Degree in Computer Science, Management Information Systems or related field.</p>  |
| LE-76       | Principal Network Engineer  | <p>Minimum/General Experience: 10-15 years of maintenance and engineering experience is required. Network certification in CCIE, CCNP, CCDP is desired. Thorough understanding of network design, maintenance, fault isolation, performance monitoring, configuration management, principles and techniques.</p> <p>Functional Responsibility: In support of security related services, develops and applies advanced network design methods, theories and research techniques. Plans, conducts and technically directs projects. Coordinates the efforts of network design and maintenance efforts of technical support personnel, drafters, technical writers, and network personnel. Conducts investigation and tests of considerable complexity. Reviews literature standards and current practices relevant to the solution assigned projects. Recommends corrections in technical applications and analysis. Evaluates vendor and developer's capabilities to provide required products or services. Develops and performs network modifications including; network architectural and configuration changes; network performance analyses; hardware/software enhancements to the network infrastructure. May provide technical consultation to the organization and work leadership to lower level employees and/or peers.</p> <p>Minimum Education: Masters Degree or Ph.D. in Systems Information, Networking, Electrical Engineering or a related field.</p> |
| LE-77       | Senior Network Engineer     | <p>Minimum/General Experience: Five years of maintenance and engineering experience is required. Network certification in CCNP, CCDP, or CCIE is desired. Thorough knowledge and understanding of network design and maintenance, fault isolation, performance monitoring, configuration management standards, principles and techniques.</p> <p>Functional Responsibility: For security contracts, develops and applies advanced network design methods, theories and research techniques. Plans, conducts and technically directs projects. Coordinates the efforts of network design and maintenance efforts of technical support personnel, drafters, technical writers, and network personnel. Conducts investigation and tests of considerable complexity. Reviews literature standards and current practices relevant to the solution assigned projects. Recommends corrections in technical applications and analysis. Evaluates vendor and developer's capabilities to provide required products or services. Develops and performs network modifications including; network architectural and configuration changes; network performance analyses; hardware/software enhancements to the network infrastructure. May provide technical consultation to the organization and work leadership to lower level employees and/or peers.</p>  |



| <u>Code</u> | <u>Labor Category</u>      | <u>Labor Category Description/Requirement</u>  |
|-------------|----------------------------|--|
|             |                            | Minimum Education: Bachelor of Science in Systems Information, Networking, or Electrical Engineering or a related field.   |
| LE-78       | Staff Network Engineer     | <p>Minimum/General Experience: Three or more years of maintenance and engineering experience is required. Network certification in CCNP, CCDP, or CCIE is desired. Thorough knowledge and understanding of network design and maintenance, fault isolation, performance monitoring, configuration management standards, principles and techniques.</p> <p>Functional Responsibility: For security projects, develops and applies advanced network design methods, theories and research techniques. Plans, conducts and technically directs projects. Coordinates the efforts of network design and maintenance efforts of technical support personnel, drafters, technical writers, and network personnel. Conducts investigation and tests of considerable complexity. Reviews literature standards and current practices relevant to the solution assigned projects. Recommends corrections in technical applications and analysis. Evaluates vendor and developer's capabilities to provide required products or services. Develops and performs network modifications including; network architectural and configuration changes; network performance analyses; hardware/software enhancements to the network infrastructure.</p> <p>Minimum Education: Bachelor of Science in Systems Information, Networking, Electrical Engineering or a related field.</p>  |
| LE-79       | Associate Network Engineer | <p>Minimum/General Experience: 1-3 years of maintenance engineering experience is required. Network Certification in Network +, A+ CCNA, CCNP, or CCDP is desirable. Knowledge of computer operation and office automation including Visio, MS Project, PowerPoint, Excel. Knowledge of network design and maintenance, fault isolation, performance monitoring, configuration management standards, principles, and techniques. Familiar with current communications architectures, measurements and diagnostics. Experience in multiple protocol environments.</p> <p>Functional Responsibility: On security projects, assists in the design, development, maintenance, installation, modification and analysis of network devices, equipment and systems. Performs tasks in support of network design, installation and maintenance. Reviews literature, standards and current practices relevant to the performance of assigned tasks and projects. Recommends corrections in technical applications and analysis. Evaluates vendor and developer's capabilities to provide required products or services. Performs network modifications including; network architectural and configuration changes to facilitate connections of new systems; network performance analysis; hardware and software enhancements.</p> <p>Minimum Education: Bachelor of Science in Systems Information, Electrical Engineering or related field or equivalent experience.</p> |
| LE-80       | Help Desk Manager          | <p>Minimum/General Experience: Minimum of 6-7 years related experience. Thorough knowledge of commonly used computer concepts, practices, and procedures. Knowledge of PC, server, and mainframe applications and hardware. Experience must include supervisory/management experience.</p> <p>Functional Responsibility: For security related projects, responsible for managing help desk staff and the activities associated with the identification, prioritization, and resolution of reported problems. Ensures all phases of help desk support are properly coordinated, monitored, logged, tracked and resolved appropriately. May maintain responsibility for development, maintenance and integrity of help desk software. Assigns personnel to various operations and directs their activities. Serves as primary liaison between company and customers. Reviews and evaluates the work of help desk personnel and prepares performance reports. Works with</p>  |

| <u>Code</u> | <u>Labor Category</u>      | <u>Labor Category Description/Requirement</u>   |
|-------------|----------------------------|---|
| LE-81       | Help Desk Technician – IV  | <p>technicians to recommends systems modifications to engineers and high level technical staff. May assist staff in the identification, research, and resolution of technical problems. Insures end user requests are tracked, monitored and responded to in a timely manner. May train and direct other help desk technicians. Plans and coordinates help desk workflow and activities.</p> <p>Minimum Education: Bachelors Degree in Computer Science or related field</p> <p>Minimum/General Experience: Minimum of 5 years related experience. Thorough knowledge of commonly used computer concepts, practices, and procedures. Advanced knowledge of PC, server, or mainframe applications and hardware.</p> <p>Functional Responsibility: Under general direction, provides advanced level support to end users for either, PC, server, or mainframe applications and hardware on security related projects. Handles complex end user computer problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problems through the use of remote workstation management tools. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Serves as senior level of support in relation to other help desk personnel. May train and direct other help desk technicians. Maintains currency and highest level of technical skill in field of expertise. Typically involves use of problems management database and help desk systems. Perform related duties as assigned.</p> |
| LE-82       | Help Desk Technician – III | <p>Minimum Education: Bachelors Degree in Computer Science or related field.</p> <p>Minimum/General Experience: Minimum of 4-5 years of related experience. Experience with remote workstation management tools required. Detailed knowledge of commonly used computer concepts, practices, and procedures.</p> <p>Functional Responsibility: For security contracts, under general direction of the Help Desk Manager, is responsible for ensuring the timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution and follow-up steps. Requires experience and understanding of MIS environment. Is able to resolve less complex problems immediately, while more complex problems are assigned to second level support or supervisor. Typically involves use of problems management database and help desk systems. A wide variety of creativity and latitude is expected. Reports to supervisor or manager. May provide guidance/training for less experienced personnel. Performs other duties as assigned.</p>  |
| LE-83       | Help Desk Technician – II  | <p>Minimum Education: Associates Degree in Computer Science or related field.</p> <p>Minimum/General Experience: Minimum of 2-4 years of related experience. Detailed knowledge of commonly used computer concepts, practices, and procedures. Thorough understanding of PC, server, or mainframe applications and hardware.</p> <p>Functional Responsibility: Under general supervision, provides second-tier support to end users for either PC, server, or mainframe applications and hardware for security related work. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and high level of technical skill in field of expertise. Typically involves use of problems management database and help desk systems. Escalates more complex problems to Senior Level. Performs other duties as assigned.</p>   |
|             |                            | <p>Minimum Education: Associates Degree in Computer Science or related field.</p>   |

| <u>Code</u> | <u>Labor Category</u>                | <u>Labor Category Description/Requirement</u>  |
|-------------|--------------------------------------|--|
| LE-84       | Help Desk Technician – I             | <p>Minimum/General Experience: Minimum of 0-2 years of related experience. Knowledge of commonly used computer concepts, practices, and procedures.</p> <p>Functional Responsibility: On security contracts, under immediate direction of the Help Desk Manager or senior help desk personnel, responds to and diagnoses problems through discussions with users. Includes problem recognition, research, isolation and resolution steps. Able to resolve less complex problems immediately, while more complex problems are assigned to second level support, senior operator, or supervisor. Typically involves use of problems management database and help desk systems. Relies on instructions and pre-established guidelines to perform the functions of the job. Performs other duties as assigned.</p> <p>Minimum Education: Associates Degree in Computer Science or related field</p>  |
| LE-85       | Sr. Staff Specialist/ Communications | <p>Minimum/General Experience: Minimum of 3 years in the telecommunications arena to include working help desk trouble calls and knowledge of analog and digital systems (secure telephone equipment etc), as well as plain/clear voice systems. Candidate selected will have experience in COMSEC.</p> <p>Functional Responsibility: Applies strong understanding of the communications security field to perform widely varying tasks. Work for senior communications personnel, manage multiple COMSEC accounts, as well as have the ability to perform audits. Applies and has a strong understanding of COMSEC accountability as well as knowledge of the procedures required for the issue and receipt of COMSEC equipment and materials to include inventory and mailing. Perform other duties as assigned.</p> <p>Minimum Education: Technical certification.</p>  |
| LE-86       | Staff Specialist/ Communications     | <p>Minimum/General Experience: Minimum of 2 years in the telecommunications arena to include working help desk trouble calls and knowledge of analog and digital systems (secure telephone equipment etc), as well as and plain/clear voice systems. Candidate selected will have experience in COMSEC.</p> <p>Functional Responsibility: Applies strong understanding of the communications security field to perform widely varying tasks. Work for senior communications personnel, manage multiple COMSEC accounts, as well as have the ability to perform audits. Applies and has a strong understanding of COMSEC accountability as well as knowledge of the procedures required for the issue and receipt of COMSEC equipment and materials to include inventory and mailing. Perform other duties as assigned.</p> <p>Minimum Education: Technical certification.</p>  |
| LE-87       | Principal Engineer - Software        | <p>Minimum/General Experience: Fifteen or more years of progressively complex software design experience.</p> <p>Functional Responsibility: On security projects, develops and applies advanced methods, theories and research techniques in the investigation and solution of highly complex and advanced software applications and problems requiring the expert application of advanced knowledge. Plans, conducts, technically directs and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned projects. Recommends corrections in technical applications and analysis. Conducts investigations and tests of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations. Experienced in developing standards-compliant software utilizing industry-leading operating systems, languages, protocols, and relational databases. In-depth knowledge of the design, operational use, and functional characteristics of standards-compliant systems, such as scanning, user interface, optical storage, and index subsystems of digital imaging systems; or the input processing, network transmission, security, network management, and control subsystems of digital communications systems. May provide work leadership to lower level employees.</p> <p>Minimum Education: Masters Degree or Ph.D. in Computer Science or related field</p> |



| <u>Code</u> | <u>Labor Category</u>      | <u>Labor Category Description/Requirement</u>   |
|-------------|----------------------------|---|
| LE-88       | Senior Engineer - Software | <p>Minimum/General Experience: Eight or more years of applicable, progressively more complex software design experience.</p> <p>Functional Responsibility: On security projects, develops and applies advanced methods, theories and research techniques in the investigation and solution of complex and advanced software applications and problems. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of technical support staff in the performance of assigned projects. Provides technical expertise on information system architectures, implementation methodologies, and test strategies. Conducts investigation and tests of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Reviews completion and implementation of technical products. Evaluates vendor capabilities to provide required products or services. Assesses system interfaces and interoperability. Participates in periodic requirements and design reviews. Assists in defining the evolving product baseline. Evaluates system design and implementation for human factors engineering issues. May provide technical consultation to other organizations and work leadership to lower level employees.</p> <p>Minimum Education: Masters/Bachelors Degree in Computer Science or related field.</p> |
| LE-89       | Staff Engineer - Software  | <p>Minimum/General Experience: Two years applicable software design experience</p> <p>Functional Responsibility: On security projects, designs, develops, troubleshoots and analyzes software programs for computer based systems. Performs system modeling, simulation and analysis. Designs and develops compilers, assemblers, utility programs and operating systems. Advises hardware design engineers on machine characteristics that affect software systems such as storage capacity, processing speed and input/output requirements. As required, provides input for documentation of new or existing programs. Provides technical expertise on information system architectures, implementation methodologies, and test strategies. Evaluates Software Implementation plans. Participates in periodic requirements and design reviews. Assists in defining the evolving product baseline.</p> <p>Minimum Education: Bachelors Degree in Computer Science or related field</p>   |
| LE-90       | Assoc. Engineer - Software | <p>Minimum/General Experience: Entry level position.</p> <p>Functional Responsibility: On security projects, assists in the design, development, troubleshooting and analysis of software programs for computer based systems. May perform systems modeling, simulation and analysis. Designs and develops basic compilers, assemblers, utility programs and operating systems. Advises hardware design engineers on machine characteristics that affect software systems, such as storage capacity, processing speed and input/output requirements. As required, provides input for documentation of new or existing programs.</p> <p>Minimum Education: Bachelors Degree in Computer Science or related field.</p>  |

| <u>Code</u> | <u>Labor Category</u>         | <u>Labor Category Description/Requirement</u>   |
|-------------|-------------------------------|---|
| LE-91       | Principal Analyst-Programming | <p>Minimum/General Experience: Requires eight years experience. Requires advanced knowledge of programming techniques. Requires detailed and comprehensive knowledge of applications and hardware environment. Requires prior management experience.</p> <p>Functional Responsibility: On security related projects, manages Programmers/Analysts within a group, including but not limited to performance reviews, leave approval, and timecard maintenance. Assures adherence to company Policies and Procedures and oversees work deliverables. Works with the user community to identify/analyze current development needs and clarify program objectives. Performs developmental tasks including analysis, programming, testing, and documentation of user requests. Assists users to resolve operational problems and may provide technical assistance to users. Provides technical assistance to lower level programmers.</p> <p>Minimum Education: Requires a relevant degree.</p>  |
| LE-92       | Lead Analyst – Programming    | <p>Minimum/General Experience: Requires seven years experience with a relevant degree.</p> <p>Functional Responsibility: On security related projects, works with analysts and users to identify current operating procedures and clarify program objectives. Consults manuals, periodicals and technical reports to learn ways to develop programs that meet user requirements. Outlines steps required to develop program, including diagrams and charts. Submits plans to user for approval. Writes program documentation and user operation guidelines. Assists users in resolving operations problems and provides technical assistance to users. Provides technical assistance to lower level programmers. Requires advanced knowledge of programming techniques. Requires detailed and comprehensive knowledge of applications and hardware environment. May provide work leadership, guidance, and directions to lower level employees. Interfaces with customers and support personnel. Analyzes requirements. Analyzes and designs databases. Analyzes and defines user interface techniques. Designs and develops programs. Tests and corrects programs. Installs and implements programs. Prepares software documentation. Provides maintenance on installed programs. Researches technical and trade documentation and recommend hardware and software.</p> <p>Minimum Education: Requires a relevant degree.</p>  |
| LE-93       | Senior Analyst - Programming  | <p>Minimum/General Experience: Six or more years of related experience.</p> <p>Functional Responsibility: On security related projects, analyzes and evaluates complex data processing systems, both current and proposed, translating business area customer information system requirements into detailed system/program requirements. Acts as a Team Leader and provides technical leadership and guidance to programmers and technical staff. Provides alternatives, recommendations, and assistance to managers involved in the development, integration, and installation of business information systems. Participates in system requirement and design walk through sessions with business area customers. Position requires computer programming, analyses and design knowledge of various degrees as well as designing software and implementing databases. Requires demonstrated ability to perform structured data processing design principles, techniques, and methods used to analyze and translate user requirements into plans for system input, output files, data dictionaries, controls, and processing methods. Possesses and applies broad knowledge of concepts, practices, and procedures. Able to write specifications, work statements, and proposals. Designs and develops documentation of data requirements. Provides methodologies for evaluating moderately complex tasks. Works with analysts and users to identify current operating procedures and clarify program objectives. Consults manuals, periodicals and technical reports to learn ways to develop programs that meet user requirements. Outlines steps required to develop a program, including diagrams and charts. Submits plans to user for approval. Writes program documentation and user operation guidelines. Assists users to resolve operations problems and may provide technical assistance to users. Provides technical assistance to lower level programmers. Requires advanced knowledge of programming techniques. Requires detailed and comprehensive knowledge of applications and hardware environment.</p> |



| <u>Code</u> | <u>Labor Category</u>        | <u>Labor Category Description/Requirement</u>  |
|-------------|------------------------------|--|
|             |                              | Minimum Education: Requires a relevant degree  |
| LE-94       | Staff Analyst - Programming  | <p>Minimum/General Experience: Four or more years of related experience.</p> <p>Functional Responsibility: On security projects, analyzes and evaluates complex data processing systems, both current and proposed, translating business area customer information system requirements into detailed system/program requirements. Acts as a Team Leader and provides technical leadership and guidance to programmers and technical staff. Provides alternatives, recommendations, and assistance to managers involved in the development, integration, and installation of business information systems. Participates in system requirement and design walk through sessions with business area customers. Position requires computer programming, analyses and design knowledge of various degrees as well as designing software and implementing databases. Requires demonstrated ability to perform structured data processing design principles, techniques, and methods used to analyze and translate user requirements into plans for system input, output files, data dictionaries, controls, and processing methods. Possesses and applies broad knowledge of concepts, practices, and procedures. Able to write specifications, work statements, and proposals. Designs and develops documentation of data requirements. Provides methodologies for evaluating moderately complex tasks. Works with analysts and users to identify current operating procedures and clarify program objectives. Consults manuals, periodicals and technical reports to learn ways to develop programs that meet user requirements. Outlines steps required to develop a program, including diagrams and charts. Submits plans to user for approval. Writes program documentation and user operation guidelines. Assists users to resolve operations problems and may provide technical assistance to users. Provides technical assistance to lower level programmers. Requires advanced knowledge of programming techniques. Requires detailed and comprehensive knowledge of applications and hardware environment.</p> |
| LE-95       | Assoc. Analyst - Programming | <p>Minimum Education: Requires a relevant degree.</p> <p>Minimum/General Experience: One - three years of related experience.</p> <p>Functional Responsibility: On security related work, plans, develops, tests and documents computer programs, working from detailed source data provided by senior programmers or systems analysts. Knows fundamental concepts, practices, and procedures. Applies standard programming procedures and a detailed knowledge of the application being programmed. May prepare documentation and materials for users.</p> <p>Minimum Education: Requires a relevant degree.</p>  |

| <u>Code</u> | <u>Labor Category</u>            | <u>Labor Category Description/Requirement</u>  |
|-------------|----------------------------------|--|
| LE-96       | Lead Analyst – Database Design   | <p>Minimum/General Experience: Ten years of progressively responsible database design and implementation experience.</p> <p>Functional Responsibility: In support of security related efforts, designs, develops and implements complex database applications to accommodate a variety of user needs. Directs, reviews, evaluates database designs of less advanced personnel. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and interrelationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Reviews, writes, and analyzes codes for database access, modifications and constructions including stored procedures. May act as a technical project leader. Provides work leadership, guidance, and direction to lower level employees. Provides complex database related technical assistance to project team members.</p> <p>Minimum Education: Bachelors/Masters Degree in Computer Science, Management Information Systems or a related field.</p>  |
| LE-97       | Senior Analyst - Database Design | <p>Minimum/General Experience: 8 years experience in database development and the use of database software. Experience should include the facilitation, training, development and evaluation of information technology applications as they impact/effect business management techniques and organizational development.</p> <p>Functional Responsibility: For security programs, applies knowledge of database information technology concepts and techniques in the design, development installation and maintenance of databases in support of program objectives. Provide database tuning and monitoring to insure effective and efficient data access. Experienced with data modeling techniques, standardization, design, and implementation.</p> <p>Minimum Education: BS/BA in Information Technology or related field.</p>  |
| LE-98       | Staff Analyst - Database Design  | <p>Minimum/General Experience: Five years related database design and implementation experience. Knowledge and experience with system analysis and design methodologies.</p> <p>Functional Responsibility: For security related projects, designs, develops and implements database applications to accommodate a variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Writes functional specifications and prepares implementation schedules. Tests designed applications using database management software or general programming software. Installs, implements and supports systems within the user base. Performs system level database maintenance. Monitors existing systems, making recommendations for improved performance and service to the applications user. Resolves program and system problems through program dumps and other debugging techniques.</p> <p>Minimum Education: Bachelors/Masters Degree in Computer Science, Management Information Systems, or a related field.</p> |
| LE-99       | Assoc. Analyst - Database Design | <p>Minimum/General Experience: 2 years experience in web design and implementation, with specific knowledge of formal design, diagrams, and illustrations using computer based graphics packages.</p> <p>Functional Responsibility: Supports security related program efforts by making recommendations for web site design and format, graphics design and use, operation, and setup of computer graphic systems, web sites, and pages. Executes graphic projects and assists in coordination of all web site production scheduling, including coordinating production support with outside vendors. Ensures that all web-based projects are completed on time, within budget, and to user's satisfaction. Works on complex projects independently and has thorough knowledge of web-based systems and graphics application packages. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor</p>  |

| <u>Code</u> | <u>Labor Category</u>         | <u>Labor Category Description/Requirement</u>   |
|-------------|-------------------------------|---|
| LE-100      | Principal Engineer - Hardware | <p>preventive maintenance. Administrates and maintains created sites and pages in order to provide ongoing support.</p> <p>Minimum Education: Bachelors Degree.</p> <p>Minimum/General Experience: Fifteen or more years of applicable progressively complex hardware design engineering experience. This position requires proficiency in the application of engineering, scientific and mathematical knowledge.</p> <p>Functional Responsibility: Supports security related projects by applying advanced hardware/systems methods, theories and research techniques in the investigation and solution of complex and advanced technical problems requiring the expert application of advanced knowledge. Plans, conducts technically directs and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff in the performance of assigned duties. Conducts investigations and tests of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Recommends corrections in technical application and analysis. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations. May provide work leadership to lower level employees.</p> <p>Minimum Education: Masters Degree or Ph.D. in Electrical Engineering or related field.</p> |
| LE-101      | Senior Engineer - Hardware    | <p>Minimum/General Experience: Five to eight years of applicable progressively complex hardware design experience.</p> <p>Functional Responsibility: Develops and applies advanced hardware design methods, theories and research techniques in the investigation and solution of complex and advanced technical problems. Plans, conducts and technically directs projects or major phases of significant security related projects. Coordinates the efforts of technical support personnel, drafters, technical writers and electronics technicians in the performance of assigned projects. Conducts investigation and tests of considerable complexity. Reviews literature, patents and current practices relevant to the solution of assigned projects. Recommends corrections in technical applications and analysis. Evaluates vendor capabilities to provide required products or services. May provide technical consultation to other organizations and work leadership to lower level employees.</p> <p>Minimum Education: Bachelors Degree (Masters preferred) in Electrical Engineering</p>  |
| LE-102      | Staff Engineer - Hardware     | <p>Minimum/General Experience: Two years applicable hardware design experience.</p> <p>Functional Responsibility: On security programs, designs, develops, modifies and evaluates complicated and difficult hardware devices and/or systems. Diagnoses malfunctions in existing products and makes improvements or modifications to produce desired results. Compiles and evaluates design and test data and prepares technical specifications. Analyzes, develops and recommends design approaches to meet production requirements for new or improved products and/or processes. Interfaces with technical support personnel, drafters, technical writers and engineering technicians as required.</p> <p>Minimum Education: Bachelors Degree in Electrical Engineering</p>   |
| LE-103      | Assoc. Engineer - Hardware    | <p>Minimum/General Experience: Entry level position.</p> <p>Functional Responsibility: In support of security related contracts, assists in the design, development, modification and analysis of hardware devices and/or systems. Diagnoses malfunctions in existing products and makes improvements or modifications to produce desired results. Acquires current information and conducts analyses or tests of a routine degree of complexity pertaining to the development of new designs, methods or processes and provides recommendations accordingly.</p> <p>Minimum Education: Bachelors Degree in Electrical Engineering</p>  |

| <u>Code</u> | <u>Labor Category</u>       | <u>Labor Category Description/Requirement</u>   |
|-------------|-----------------------------|---|
| LE-104      | Senior Field Engineer       | <p>Minimum/General Experience: Eight years related field engineering experience.</p> <p>Functional Responsibility: Responsible for managerial and administrative aspects of a specific facility or security project. Provides scheduling support and support for a task order (or a group of task orders affecting the same facility) and shall assist supervisors/management. Performs facility wide planning and interfaces to all functional systems / facility operations. Directs completion of tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Manages a diverse group of functional activities, subordinate groups of technical and administrative personnel at a specific site. Acts as company contact in the field with the client, exercising a high degree of tact, diplomacy and mature judgment, conforming to company policy directions with a minimum of supervision. Plans, prepares and conducts on-the-job training as required in support of the foregoing activities. May provide work leadership to lower level employees.</p> <p>Minimum Education: Bachelors degree required.</p>  |
| LE-105      | Staff Field Engineer        | <p>Minimum/General Experience: Five years related field engineering experience.</p> <p>Functional Responsibility: Directs, advises or assists in conducting regular, special and integrated system test programs, in support of facility/security work. Prepares and conducts special reports and presentations pertinent to company products and services, field operations or other applications. Plans, prepares and conducts on-the-job training in support of the foregoing activities.</p> <p>Minimum Education: Bachelors Degree in Engineering or related field</p>   |
| LE-106      | Assoc. Field Engineer       | <p>Minimum/General Experience: Two years related field engineering experience.</p> <p>Minimum Education: Bachelors Degree in Engineering or related field.</p>  |
| LE-107      | Senior Engineer - Logistics | <p>Minimum/General Experience: Five to eight years of logistics engineering experience.</p> <p>Functional Responsibility: In support of security efforts, evaluates and assists in developing system design for supportability and integrated logistics support elements (maintenance planning; manpower and personnel; training and training support; supply; support equipment; handling, storage, and transportability; and reliability and maintainability). Coordinates detailed analyses to ensure the integration of support considerations into the design process. Responsible for highly complex components. Evaluates design concepts to determine if concepts satisfy support requirements and develops alternate support concepts as required. Provides various types of management and technical support to projects in areas such as: training, logistics, acquisition management, configuration management, data management, program control and/or manpower planning. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of concepts, practices, and procedures to perform one or more of the above listed functions. Identifies and prioritizes deficiencies uncovered during testing. Plans for and provides implementation support in the areas of technical order verification and validation, deficiency reporting, and system/support equipment acquisition documentation. May provide leadership to lower level employees.</p> <p>Minimum Education: Bachelors Degree in applicable engineering field</p> |

| <u>Code</u> | <u>Labor Category</u>                | <u>Labor Category Description/Requirement</u>   |
|-------------|--------------------------------------|---|
| LE-108      | Staff Engineer - Logistics           | <p>Minimum/General Experience: Two years logistics engineering experience.</p> <p>Functional Responsibility: On security efforts, provides management and technical support in areas such as: training, logistics, acquisition management, configuration management, data management, program control and/or manpower planning. Requires a broad knowledge of concepts, practices, and procedures. Performs detailed analysis and appraisal of hardware designs to identify and document maintenance/support requirements. Develops supportability parameters for equipment. Determines overall support requirements such as facilities, personnel, safety, and maintenance. Analyzes and evaluates design concepts.</p> <p>Minimum Education: Bachelors Degree in an applicable engineering field</p>  |
| LE-109      | Assoc. Engineer - Logistics          | <p>Minimum/General Experience: Entry level position.</p> <p>Functional Responsibility: For security programs, perform analysis and appraisal of hardware designs to identify and document maintenance and support requirements. Reviews engineering design and changes and analyzes equipment characteristics. Utilizes logistics modeling techniques to predict maintenance levels and costs. Responsible for analyzing, appraising and evaluating hardware designs. Reviews designs and makes changes to equipment as necessary. Predicts the level of maintenance to be required and analyzes cost. Assists in monitoring shipping and receiving activities. Monitors all logistics activities to ensure compliance with guidelines and procedures.</p> <p>Minimum Education: Bachelors Degree in an applicable engineering field</p>  |
| LE-110      | Sr. Technical Specialist - Logistics | <p>Minimum/General Experience: 7-8 years of logistics experience.</p> <p>Functional Responsibility: In support of security related work, perform logistics requirements determination studies; inventory and requisition supplies, repair parts and equipment and; maintain stock of supplies and equipment. May supervise lower level personnel involved in logistics support.</p> <p>Minimum Education: Associate Degree.</p>   |
| LE-111      | Technical Specialist - Logistics     | <p>Minimum/General Experience: Six or more years of logistics experience.</p> <p>Functional Responsibility: Support security work by utilizing experience with the various logistics support functions and automated support systems, involving maintenance planning, personnel planning, training, support equipment, test equipment, technical and logistics data, facilities support, and supply support. Develops logistics support concepts, and maintenance plans. Able to complete logistics requirements determination studies, inventory and requisition supplies, repair parts and equipment and maintain stock of supplies and equipment.</p> <p>Minimum Education: Associate Degree</p>   |
| LE-112      | Senior Technician - Logistics        | <p>Minimum/General Experience: Five to six years of logistics experience.</p> <p>Functional Responsibility: On security projects, completes logistics requirements determination studies, inventories and requisitions supplies, repair parts and equipment and maintains stock of supplies and equipment. May supervise lower level supply and maintenance technicians. May be responsible for: receipt, accountability, stocking and inventory of electronic equipment and components; data entry to query and enter information for supply, acquisition and inventory purposes; research and identification of parts and materials from electronic equipment and component vendors and entering information into purchasing database; recording, maintaining and initiating purchase request documentation for acquisition of component items from vendors.</p> <p>Minimum Education: Associate Degree</p> |

| <u>Code</u> | <u>Labor Category</u>                 | <u>Labor Category Description/Requirement</u>  |
|-------------|---------------------------------------|--|
| LE-113      | Staff Technician - Logistics          | <p>Minimum/General Experience: Three to four years related experience required.</p> <p>Functional Responsibility: Determines supply requirements from authorization documents or other media. Maintains manual and automated records for requisitioning, receiving and storing supplies, repair parts and equipment. Determines sources of supply and shipping modes. Inspects and reports on supply and shipping shortages. Interprets and prepares supply and transportation documentation. Must be able to determine equipment serviceability using condition codes. Responsibilities may include: receipt, accountability, stocking and inventory of electronic equipment and components; data entry to query and enter information for supply, acquisition and inventory purposes; research and identification of parts and materials from electronic equipment and component vendors and entering information into purchasing database; and recording, maintaining and initiating purchase request documentation for acquisition of component items from vendors.</p> <p>Minimum Education: High school degree</p> |
| LE-114      | Assoc. Technician - Logistics         | <p>Minimum/General Experience: One year of logistics experience.</p> <p>Minimum Education: High School degree</p>  |
| LE-115      | Senior Engineer - Facilities Plan     | <p>Minimum/General Experience: Ten years of diversified facility-planning experience.</p> <p>Functional Responsibility: Plans and programs architectural construction. Works with clients/customers, translating user functional requirements into facility requirements. Experience in the relocation of organizations, including site surveys and the development of construction requirements. Familiar with construction standards. Familiar with regulations regarding construction, alteration, repair and maintenance of real property assets.</p> <p>Minimum Education: Bachelors Degree in Civil Engineering, Architecture or an equivalent program.</p>  |
| LE-116      | Sr. Technical Specialist - Facilities | <p>Minimum/General Experience: Four to six years of related experience.</p> <p>Functional Responsibility: Performs ongoing and scheduled maintenance and repair of building structures and mechanical, electrical and sanitary systems as well as related machinery and equipment with little or no supervision. Requires thorough knowledge in areas such as repairing molding and woodwork, replacing electrical switches, fixtures and small motors, repairing and replacing plumbing fixtures, and replacing broken glass. Provides leadership and guidance to lower level employees. Supervise other, less experienced, technicians.</p> <p>Minimum Education: May require stationary engineer's license</p>  |
| LE-117      | Technical Specialist/Facilities       | <p>Minimum/General Experience: Four to six years of related experience.</p> <p>Functional Responsibility: Performs ongoing and scheduled maintenance and repair of building structures and mechanical, electrical and sanitary systems as well as related machinery and equipment with little or no supervision. Requires thorough knowledge in areas such as repairing molding and woodwork, replacing electrical switches, fixtures and small motors, repairing and replacing plumbing fixtures, and replacing broken glass.</p> <p>Minimum Education: May require stationary engineer's license</p>   |
| LE-118      | Senior Technician - Facilities        | <p>Minimum/General Experience: Two to four years of related experience.</p> <p>Functional Responsibility: Performs minor maintenance and repair of building structures and mechanical, electrical and sanitary systems and related machinery and equipment. Requires basic practical knowledge such as repairing molding and woodwork, replacing electrical switches, fixtures and small motors, repairing and replacing plumbing fixtures, and replacing broken glass. Performs other, related duties as assigned.</p> <p>Minimum Education: May require stationary engineer's license.</p>   |

| <u>Code</u> | <u>Labor Category</u>          | <u>Labor Category Description/Requirement</u>   |
|-------------|--------------------------------|---|
| LE-119      | Staff Technician - Facilities  | <p>Minimum/General Experience: One to two years of related experience.</p> <p>Functional Responsibility: Under close supervision, performs minor maintenance and repair of building structures and mechanical, electrical and sanitary systems and related machinery and equipment. Requires basic practical knowledge such as repairing molding and woodwork, replacing electrical switches, fixtures and small motors, repairing and replacing plumbing fixtures, and replacing broken glass. Performs other, related duties as assigned.</p> <p>Minimum Education: Requires high school diploma.</p>   |
| LE-120      | Assoc. Technician - Facilities | <p>Minimum/General Education: Entry level position.</p> <p>Minimum Education: High School preferred.</p>  |
| LE-121      | Executive Director – Training  | <p>Minimum/General Experience: Minimum of twenty years of general/specialized experience/expertise within U.S. Government security or intelligence support fields. Requires expertise and experience in one or more security, counterintelligence, or intelligence disciplines; experience conducting training and training development; developing training plans and curriculum; developing training media. Requires above average writing and communication skills.</p> <p>Functional Responsibility: Provides expert instructor/training services. Functions may include, but are not necessarily limited to, services such as: writing lesson plans, setting guidelines for curriculum development and training, managing and supervising training programs and instructors, evaluating innovative methodologies, policies and procedures for inclusion in course of instruction. Likely the role will involve management of a training department.</p> <p>Minimum Education: A Master's Degree is preferred. A Bachelor's Degree with Professional certifications may be substituted for a Master's degree. Advanced training in related fields is desired.</p>       |
| LE-122      | Principal Director – Training  | <p>Minimum/General Experience: Minimum of sixteen years of general/specialized experience/expertise within U.S. Government security or intelligence support fields. Requires expertise and experience in one or more security, counterintelligence, or intelligence disciplines; experience conducting training and training development; developing training plans and curriculum; developing training media. Requires above average writing and communication skills.</p> <p>Functional Responsibility: Provides expert instructor/training services. Functions may include, but are not necessarily limited to, services such as: writing lesson plans, setting guidelines for curriculum development and training, managing and supervising training programs and instructors, evaluating innovative methodologies, policies and procedures for inclusion in course of instruction. Likely the role will involve management of a training department.</p> <p>Minimum Education: A Bachelor's Degree is preferred. A Master's Degree may be substituted for four years of general experience. Professional certifications and training in related fields is desired.</p> |
| LE-123      | Senior Director – Training     | <p>Minimum/General Experience: Minimum of twelve years of general/specialized experience/expertise within U.S. Government security or intelligence support fields. Requires expertise and experience in one or more security, counterintelligence, or intelligence disciplines; experience conducting training and training development; developing training plans and curriculum; developing training media. Requires writing and communication skills.</p>  |

| <u>Code</u> | <u>Labor Category</u>      | <u>Labor Category Description/Requirement</u>  |
|-------------|----------------------------|--|
|             |                            | <p>Functional Responsibility: Provides expert instructor/training services. Functions may include, but are not necessarily limited to, services such as; writing lesson plans, setting guidelines for curriculum development and training, managing and supervising training programs and instructors, evaluating innovative methodologies, policies and procedures for inclusion in course of instruction. The role will likely involve management of at least one more junior level training analyst.</p> <p>Minimum Education: A Bachelor's Degree is preferred. A Master's Degree may be substituted for four years of general experience. Professional certifications and training in related fields is desired.</p>  |
| LE-124      | Principal Analyst-Training | <p>Minimum/General Experience: This position requires a minimum of ten years experience in one or more security related disciplines. Requires subject matter expertise and good writing and communication skills.</p> <p>Functional Responsibility: Develops and conducts security, public safety and law enforcement related training programs. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Tests trainees to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Maintains trainee personnel records. Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees. May supervise, monitor, and critique other trainers.</p>  |
|             |                            | <p>Minimum Education: Must have subject matter experience and be certified by proper authority in area of instruction, if applicable. Must possess and maintain appropriate instructors certification as required by subject matter and/or discipline.</p>   |
| LE-125      | Lead Analyst – Training    | <p>Minimum/General Experience: This position requires a minimum of eight years experience in one or more security related disciplines. Requires subject matter expertise and good writing and communication skills</p> <p>Functional Responsibility: Develops and conducts security, public safety and law enforcement related training programs. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Tests trainees to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Maintains trainee personnel records. Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees. May supervise, monitor, and critique other trainers.</p> |
|             |                            | <p>Minimum Education: Bachelors Degree</p>   |
| LE-126      | Senior Analyst - Training  | <p>Minimum/General Experience: This position requires a minimum of five years experience in one or more security related disciplines. Requires subject matter expertise and good writing and communication skills.</p> <p>Functional Responsibility: Develops and conducts security, public safety and law enforcement related training programs. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Tests trainees to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Maintains trainee personnel records. Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and</p>   |

| <u>Code</u> | <u>Labor Category</u>            | <u>Labor Category Description/Requirement</u>  |
|-------------|----------------------------------|--|
|             |                                  | <p>correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees. May supervise, monitor, and critique other trainers.</p> <p>Minimum Education: Bachelors Degree</p>  |
| LE-127      | Staff Analyst - Training         | <p>Minimum/General Experience: Two years of experience demonstrating a thorough knowledge of the theory and practice of vocational instruction and briefing presentation techniques and ability to write complex briefing scripts on a wide-range of technical and physical security subjects. Demonstrated ability to function with only minimal guidance and supervision.</p> <p>Functional Responsibility: Responsible for the development and coordination of security training and briefings in the areas of information technology, technical security, physical security and/or secure telecommunications systems installation, maintenance, and repair. Assists client in determining training and scheduling requirements. Develops and implements a comprehensive training program using classroom instruction, demonstration, and hands-on training techniques to insure that personnel have the competency to install, use, and maintain the security equipment and systems.</p> <p>Minimum Education: BS/BA in a field of study relevant to the work being performed.</p> |
| LE-128      | Assoc. Analyst - Training        | <p>Minimum/General Experience: Entry level position.</p> <p>Functional Responsibility: Participates in the development, testing, maintenance and delivery of training programs and related materials. Assists in the development and establishment of course content and objectives. Conducts training sessions and assists in evaluating the training activity effectiveness. Updates course documentation to ensure timeliness and relevance. Obtains technical input from system development team.</p> <p>Minimum Education: Associates Degree</p>  |
| LE-129      | Senior Manager – Admin. Services | <p>Minimum/General Experience: Five years financial analysis experience.</p> <p>Minimum Education: Bachelors Degree in Finance, Accounting, Business Administration or related field.</p>  |
| LE-130      | Staff Manager – Admin. Services  | <p>Minimum/General Experience: 5 years of experience in administrative management including 2 years of supervisory experience. Requires excellent organizational, communication, and interpersonal skills. Capable of interpreting and adapting guidelines, including unwritten policies and precedents for the maintenance of day-to-day operations. Must be proficient in word processing, spreadsheet, and database software.</p> <p>Functional Responsibility: On security contracts, performs a variety of complex and routine administrative and supervisory duties. Establishes and maintains project documentation and correspondence in accordance with applicable regulations and procedures. Supervises and assigns work schedules to clerical and administrative staff. Oversees the purchase of supplies, authorize payments, and other general business responsibilities necessary to maintain to day-to-day operations.</p> <p>Minimum Education: High School Diploma.</p>  |

| <u>Code</u> | <u>Labor Category</u>                    | <u>Labor Category Description/Requirement</u>   |
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| LE-131      | Secretary/Admin Asst II                  | <p>Minimum/General Experience: Three years of related experience performing administrative support functions. At least one year of this experience should include supervisory or executive-level office management/administrative support functions. Must be highly organized and have excellent oral and written communication skills. Must possess experience using word processing, project management and desktop publishing application software and hardware.</p> <p>Functional Responsibility: On security projects, manages activity, schedules and workflow of administrative support staff as well as performing administrative support functions. Prepares and/or reviews/edits final correspondence, reports and other published material; prepares briefing material; performs budget and finance functions; and develops, analyzes and maintains administrative operating processes and procedures.</p> <p>Minimum Education: High School Diploma</p> |
| LE-132      | Secretary/Admin Asst I                   | <p>Minimum/General Experience: Two years of related experience performing administrative support functions. At least one year of this experience should include supervisory or executive-level office management/administrative support functions. Must be highly organized and have excellent oral and written communication skills. Must possess experience using word processing, project management and desktop publishing application software and hardware.</p> <p>Functional Responsibility: On security projects, manages activity, schedules and workflow of administrative support staff as well as performing administrative support functions. Prepares and/or reviews/edits final correspondence, reports and other published material; prepares briefing material; performs budget and finance functions; and develops, analyzes and maintains administrative operating processes and procedures.</p> <p>Minimum Education: High School Diploma</p>   |
| LE-133      | Assist. Admin. Coor./Records Maintenance | <p>Minimum/General Experience: Four years of commercial records maintenance in an office environment.</p> <p>Functional Responsibility: In support of a security related effort, manages and maintains a warehouse records management facility for long term storage of documents. Receives, records, and catalogs information in a database program. Sorts, stores and maintains records in banker boxes for easy retrieval. Ensures records are logged out and all transactions are recorded and maintained for safeguard and continuity. Prepares and implements bi-yearly destruction of records. Serves as liaison to company personnel and facilities management concerning retrieval requests, document maintenance, safeguard and security. May supervise and train temporary and part-time personnel in records maintenance and retention processes(s). Performs other related duties as assigned.</p> <p>Minimum Education: High School diploma.</p>      |
| LE-134      | Word Processing Supervisor               | <p>Minimum/General Experience: 6 years of general clerical experience. Requires solid organizational, interpersonal, and communication skills. Familiar with spreadsheet and database software.</p> <p>Functional Responsibility: On security related efforts, performs clerical and administrative tasks supporting work projects including but not limited to: processing requests/orders; verifying large quantities of records; maintaining computer-based records using database or spreadsheet applications; preparing reports and appropriate support documentation; and serving as back up to other clerical staff. Works under general supervision. One-year supervisory experience preferred.</p> <p>Minimum Education: High School Diploma/GED.</p>  |

| <u>Code</u> | <u>Labor Category</u>         | <u>Labor Category Description/Requirement</u>   |
|-------------|-------------------------------|---|
| LE-135      | Word Processor-II             | <p>Minimum/General Experience: 4 years of general word processing/clerical experience. Requires solid organizational, interpersonal, and communication skills. Familiar with spreadsheet and database software.</p> <p>Functional Responsibility: On security related efforts, performs clerical and administrative tasks supporting work projects including but not limited to: processing requests/orders; verifying large quantities of records; maintaining computer-based records using database or spreadsheet applications; preparing reports and appropriate support documentation; and serving as back up to other clerical staff. Works under general supervision.</p> <p>Minimum Education: High School Diploma/GED.</p>   |
| LE-136      | Word Processor - I            | <p>Minimum/General Experience: Normally requires eighteen months to two years of word processing/clerical experience. Requires solid organizational, interpersonal, and communication skills. Familiar with spreadsheet and database software.</p> <p>Functional Responsibility: Assists on security projects by performing clerical and administrative tasks supporting work projects including but not limited to: processing requests/orders; verifying large quantities of records; maintaining computer-based records using database or spreadsheet applications; preparing reports and appropriate support documentation; and serving as back up to other clerical staff. Works under general supervision.</p> <p>Minimum Education: High School Diploma/GED.</p>   |
| LE-137      | Prof. Staff – Human Resources | <p>Minimum/General Experience: 2 years of experience in coding or entering personnel information for ADP systems. Capable of developing/maintaining automated human resources database. Must be tactful and articulate, and exhibit considerable skill and diplomacy in communications.</p> <p>Functional Responsibility: Assists persons requesting information on personnel security procedures. Provides investigation status reports and maintains the personnel security roster. Processes background investigations.</p> <p>Minimum Education: Requires relevant college courses. AA Degree preferred</p>   |
| LE-138      | Principal Engineer            | <p>Minimum/General Experience: Twelve (12) years of mechanical, electrical, or civil engineering experience or ten (10) years of Systems Engineering experience; including a minimum of five (5) years of specialized experience in the Security or Electrical Security Systems field.</p> <p>Functional Responsibility: Integrates project/program-engineering efforts across disciplines including software and hardware. Derives program/project requirements through analysis of the client's needs documents such as (but not limited to) mission needs statements, objectives, security threat assessments, etc. Defines methodology, processes, and standards to be applied by the entire project team. Defines engineering methodology and process framework for entire projects/program. Manages the day-to-day technical activities of the project's system engineering team. Applies the applicable industry standards as necessary. Is capable of leading project requirements analysis and/or requirements management activities on projects of any level of complexity.</p> <p>Minimum Education: Masters Degree or equivalent.</p> |



| <u>Code</u> | <u>Labor Category</u>                  | <u>Labor Category Description/Requirement</u>  |
|-------------|--|--|
| LE-139      | Senior Engineer                        | <p>Minimum/General Experience: Seven years (7) of mechanical engineering electrical engineering, civil engineering or information systems engineering experience or five (5) years of applicable systems engineering experience.</p> <p>Functional Responsibility: Integrates project/program-engineering efforts across disciplines including software and hardware. Derives program/project requirements through analysis of the client's needs documents such as (but not limited to) mission needs statements, objectives, security threat assessments, etc. Defines methodology, processes, and standards to be applied by the entire project team. Applies the applicable industry standards as necessary. Is capable of leading project requirements analysis and/or requirements management activities on projects of simple or medium complexities.</p> <p>Minimum Education: Bachelors Degree in Electrical Engineering, Mechanical Engineering, Computer Science, Management Information Systems, Systems Engineering or Electrical Engineering Technology.</p> |
| LE-140      | Staff Engineer                         | <p>Minimum/General Experience: One year (1) of mechanical engineering electrical engineering, civil engineering or information systems engineering experience.</p> <p>Functional Responsibility: Basic engineering tasks in support of security related projects.</p> <p>Minimum Education: Bachelors Degree in Electrical Engineering, Mechanical Engineering, Computer Science, Management Information Systems, Systems Engineering or Electrical Engineering Technology.</p>  |
| LE-141      | Associate Engineer                     | <p>Minimum/General Experience: Entry level position.</p> <p>Functional Responsibility: Basic engineering tasks in support of security related projects.</p> <p>Minimum Education: Bachelors Degree in Electrical Engineering, Mechanical Engineering, Computer Science, Management Information Systems, Systems Engineering or Electrical Engineering Technology.</p>  |
| LE-142      | Sr. Technical Specialist - Engineering | <p>Minimum/General Experience: Seven to eight years of related technical experience.</p> <p>Functional Responsibility: On security related projects, assists in the origination, design, and development of mechanical and electro-mechanical equipment and systems. Collaborates with scientists and engineers on the definition of functional requirements and evaluates alternative configurations consistent with schedule, cost and material limitations. Coordinates technical administrative tasks of the project. May provide work leadership to lower level employees. Performs other, related duties as assigned.</p> <p>Minimum Education: Technical training equal to an Associates Degree</p>   |
| LE-143      | Technical Specialist - Engineering     | <p>Minimum/General Experience: Six to seven years of related technical experience.</p> <p>Functional Responsibility: On security related projects, assists in the origination, design, and development of mechanical and electro-mechanical equipment and systems. Collaborates with scientists and engineers on the definition of functional requirements and evaluates alternative configurations consistent with schedule, cost and material limitations. Coordinates technical administrative tasks of the project. Provides leadership to lower level employees. Performs other related duties.</p> <p>Minimum Education: Technical training equivalent to an Associates Degree</p>   |

| <u>Code</u> | <u>Labor Category</u>               | <u>Labor Category Description/Requirement</u>  |
|-------------|-------------------------------------|--|
| LE-144      | Senior Technician - Engineering     | <p>Minimum/General Experience: Four to five years experience as an engineering technician.</p> <p>Functional Responsibility: In support of security related work, performs technical engineering support work for mechanical and electro-mechanical equipment and systems. Works with considerable independence; may supervise or train lower level technicians. May prepare advanced charts, sketches, diagrams and designs. Performs other related duties as assigned.</p> <p>Minimum Education: Requires technical training or equivalent experience.</p>   |
| LE-145      | Staff Technician - Engineering      | <p>Minimum/General Experience: Two to three years experience as an engineering technician.</p> <p>Functional Responsibility: In support of security related work, performs technical engineering support work for mechanical and electro-mechanical equipment and systems. Works under general supervision. Has some latitude for independent action. May prepare advanced charts, sketches and diagrams. Performs other related duties as assigned.</p> <p>Minimum Education: Requires technical training or equivalent experience.</p>   |
| LE-146      | Associate Technician. - Engineering | <p>Minimum/General Experience: Entry level position</p> <p>Minimum Education: Some high school or vocational education preferred</p>   |
| LE-147      | Technical Specialist - Research     | <p>Minimum/General Experience: Seven years of related research laboratory experience. Requires expertise in one of the following: physics, engineering, optics or other specialized area.</p> <p>Functional Responsibility: Collaborates with project scientists and or engineers in the design, development and evaluation of experimental apparatus, equipment, experimental facilities and instrumentation systems. Directs the development of apparatus, equipment and systems by interpreting objectives and translating them into design concepts and definition of job requirements. Collects data and analyzes results from scientific experiments and assists in the preparation of reports relating such results to project objectives. Applications may be in such specialized areas as radiography, technical photography, etc. May provide work leadership to lower level employees.</p> <p>Minimum Education: Technical training equivalent to an Associates Degree.</p> |
| LE-148      | Senior Technician - Research        | <p>Minimum/General Experience: Five years related research laboratory experience including knowledge of physics, geoscience, engineering or optics.</p> <p>Functional Responsibility: Responsible for the safe and correct operation of major subsystems, research experiments, apparatus, instrumentation systems and/or experimental facilities. Prepares operational procedures, equipment and materials, specifications and technical summary reports. Diagnoses and debugs operational equipment problems and decides on repair or replacement actions. Plans the methods and procedures required for fabricating, assembling, installing and testing a variety of experimental apparatus and equipment. Applications may be in such specialized areas as radiography, technical photography, etc. May provide work leadership to lower level employees.</p> <p>Minimum Education: Technical training equivalent to an Associates Degree</p>                                      |

| <u>Code</u> | <u>Labor Category</u>                        | <u>Labor Category Description/Requirement</u>  |
|-------------|--|--|
| LE-149      | Staff Technician - Research                  | <p>Minimum/General Experience: Three years related research laboratory experience.</p> <p>Functional Responsibility: Responsible for the operation of research apparatus and for providing technical support in executing scientific research and development projects. Plans methods and procedures, sets up and operates equipment and test apparatus, diagnostic devices and related equipment. Participates in preparation of experimental procedures, material and equipment specifications and technical summary reports. Applications may be in such specialized areas as radiography, technical photography, etc.</p> <p>Minimum Education: Technical training equivalent to an Associates Degree.</p>   |
| LE-150      | Assoc. Technician - Research                 | <p>Minimum/General Experience: One year related research laboratory experience.</p> <p>Functional Responsibility: Provides fabrication, assembly, installation, maintenance, modification, testing and related technical support activities for research and development experiments and procedures. Applications may be in such specialized areas as radiography, technical photography, etc.</p> <p>Minimum Education: High school diploma, some college or technical training preferred.</p>  |
| LE-151      | Research Associate Professional Staff        | <p>Minimum/General Experience: 1-2 years of experience preferred.</p> <p>Functional Responsibility: Following established procedures and formats, plans, organizes, and conducts research in a variety of areas related to security. Researches, writes, edits and proofreads information and compiles reports. Gathers data and assists in development of final product. May be required to perform administrative duties as requested. Plans research schedule according to a variety of methods to be used, availability and quantity of resources. May use Internet, Intranet, magazines, periodicals, journals and other media to perform research. Analyzes verbal or statistical data to prepare reports and studies for use by professionals. Searches sources, such as reference works, literature, documents, newspapers, statistical records, and other sources of information, to collect, records. Analyzes and evaluates facts. Analyzes and evaluates applicability of collected data. Discusses finding with other assigned personnel when required. Prepares reports and/or designs and specifications of completed projects. May contact and interview individuals to obtain data or draft correspondence to answer inquiries. Performs other related duties as assigned.</p> <p>Minimum Education: Bachelors Degree in Business Administration, Education or applicable field</p> |
| LE-152      | Prof. Staff Specialist – Business Operations | <p>Minimum/General Experience: Five years experience of business operations, including contract interpretation and budget development.</p> <p>Minimum Education: Bachelors Degree in Business Administration or related field.</p>   |
| LE-153      | Sr. Technical Specialist - Writing           | <p>Minimum/General Experience: Ten years technical editing/writing experience.</p> <p>Functional Responsibility: Researches, organizes, writes, edits and produces data for use in a wide variety of complex technical publications requiring in-depth knowledge of a security related subject matter. Recommends overall organization and layout, editorial standards, and publication methods. Coordinates publication with outside sources and vendors, as needed. Develops department editing standards and styles. May provide work leadership for lower level employees. Develops estimates for task assignment.</p> <p>Minimum Education: Bachelors Degree in applicable technical field</p>  |



| <u>Code</u> | <u>Labor Category</u>                   | <u>Labor Category Description/Requirement</u>  |
|-------------|---|--|
| LE-154      | Lead Technician-Writing                 | <p>Minimum/General Experience: Seven years technical editing/writing experience.</p> <p>Functional Responsibility: Researches, organizes, writes, edits and produces data for use in a wide variety of complex technical publications requiring in-depth knowledge of a security related subject matter. Recommends overall organization and layout, editorial standards, publication methods and the like. Coordinates publication with outside sources and vendors, as needed. Develops department editing standards and styles. May provide work leadership for lower level employees. Develops estimates for task assignment. Plans, coordinates and controls all resources necessary to accomplish tasking. Coordinates inputs to estimates for task assignment. Reviews and evaluates products.</p> <p>Minimum Education: Bachelors Degree in applicable technical field</p> |
| LE-155      | Senior Technician - Writing             | <p>Minimum/General Experience: Five years technical writing and editing experience.</p> <p>Functional Responsibility: Participates in all phases of documentation development. Researches, organizes, writes, edits and produces technical data for major publication projects on security related contracts. Ensures technical documentation is accurate, complete, meets editorial specifications and adheres to standards for quality, graphics coverage, format and style. May participate in the establishment of style guidelines and standards for text and illustration. Extracts data from technical manuals to satisfy requirements. Obtains material from vendor manuals for incorporation into new documentation. May provide work leadership for lower level employees.</p> <p>Minimum Education: Bachelors Degree in applicable technical field</p>                  |
| LE-156      | Staff Technician - Writing              | <p>Minimum/General Experience: Two years technical writing and editing experience.</p> <p>Functional Responsibility: On security related programs, researches, writes, edits and proofreads technical data for use in documents such as manuals, procedures and specifications. Ensures technical documentation is accurate, complete, meets editorial specifications and adheres to standards for quality, graphics coverage, format and style. Assists in establishing style guidelines and standards for text and illustration. Develops technical material in accordance with specifications. Edits, reviews and generates materials for product completeness. Interfaces with technical elements for clarification of data.</p> <p>Minimum Education: Bachelors Degree in applicable technical field</p>  |
| LE-157      | Associate Technician - Writing          | <p>Minimum/General Experience: Entry level position.</p> <p>Functional Responsibility: Following established procedures and formats, researches, writes, edits and proofreads technical data for use in routine security related documents or sections of security related documents such as manuals, procedures and specifications. Ensures documents meet editorial specifications and adhere to standards for quality, graphics coverage, format and style. Assists in production of product deliverables. Gathers data and assists in development of draft products. Assists in coordinating product production. Reviews specifications against developed product for compliance.</p> <p>Minimum Education: Bachelors Degree in applicable technical field</p>   |
| LE-158      | Sr. Technical Specialist - Illustration | <p>Minimum/General Experience: 7-10 or more years of directly related experience.</p> <p>Functional Responsibility: In support of security projects, directs and coordinates the work activities of illustrators and other assigned staff. Typically applies expert knowledge of computerized equipment to support work activities. Schedules work, reviews completed work for formatting, accuracy and general appearance. May work on more complex assignments. Defines work requirements with clients and other users. Is proficient in a wide range of media. Selects, trains and evaluates the work of assigned staff. Interfaces with technical leads and clients for data inputs to illustration efforts.</p> <p>Minimum Education: Associates Degree required. Bachelors Degree preferred.</p>   |

| <u>Code</u> | <u>Labor Category</u>              | <u>Labor Category Description/Requirement</u>   |
|-------------|------------------------------------|---|
| LE-159      | Tech. Specialist - Illustration    | <p>Minimum/General Experience: Six years of related experience.</p> <p>Functional Responsibility: In support of security projects, directs and coordinates the work activities of illustrators and other assigned staff. Typically applies expert knowledge of computerized equipment to support work activities. Schedules work, reviews completed work for formatting, accuracy and general appearance. Defines work requirements with clients and other users. Is proficient in a wide range of media. Selects, trains and evaluates the work of assigned staff. Interfaces with technical leads and customer for data inputs to illustration efforts. Directs and coordinates subordinate work activities. Interfaces with various sources for development materials. Reviews, evaluates and provides feedback on data generated by department personnel.</p> <p>Minimum Education: Associates Degree required. Bachelors Degree preferred.</p>   |
| LE-160      | Senior Technician - Illustration   | <p>Minimum/General Experience: Five years of related experience.</p> <p>Functional Responsibility: For security related work, develops graphic artwork in a variety of media to support publication requirements. Produces a variety of artwork including technical and commercial documentation support assignments, view graph and 35mm slide presentations, flow charts, wall charts, pamphlets, brochures and other forms of artwork. May use perspective, isometric, orthographic and schematic techniques to prepare technical and non-technical line drawings for slide presentations, view graphs, reports, brochures, etc. Performs conceptual and visualization work. May perform inking and paste-up. Maintains a graphics database and repository for all previously developed graphic work. Accesses the Internet and other sources to obtain, extract, and use authorized graphic materials. Assists junior personnel in use and operation of equipment.</p> <p>Minimum Education: Requires two to four years of college or training in a related discipline.</p>   |
| LE-161      | Staff Technician - Illustration    | <p>Minimum/General Experience: Two years of related experience.</p> <p>Functional Responsibility: For security related projects, develops graphic artwork in a variety of media to support publication requirements. Uses common software illustration software to construct graphs, charts, simplified schematics, and various mechanical illustrations. Produces a variety of artwork including technical and commercial documentation support assignments, view graph and 35mm slide presentations, flow charts, wall charts, pamphlets, brochures and other forms of artwork. Knowledgeable of tools and techniques to prepare line drawings of such configurations as component parts, modules, circuit assemblies, instrument panels, and consoles; to simplify data from blueprints and rough sketches so that it can be understood by technical and non-technical personnel; and to convert orthographic, blueprints, and other engineering data into isometrics, exploded views, or sketches. May use perspective, isometric, orthographic and schematic techniques to prepare technical and non-technical line drawings. Produces finished artwork from information furnished in oral form, rough sketches or written data. May perform inking and paste-up.</p> <p>Minimum Education: Requires two to four years of college or training in a related discipline.</p> |
| LE-162      | Associate Technician- Illustration | <p>Minimum/General Experience: Entry Level Position</p> <p>Minimum Education: Training in graphic arts.</p>   |

| <u>Code</u> | <u>Labor Category</u>    | <u>Labor Category Description/Requirement</u>  |
|-------------|--------------------------|--|
| LE-163      | Lead Analyst – Quality   | <p>Minimum/General Experience: Eight years related experience.</p> <p>Functional Responsibility: For security related work, defines and develops quality standards for receiving, in-process and final inspection in accordance with company and contractual requirements. Reviews and evaluates complex, in-process rejections and implements corrective action as needed. Interfaces with clients, vendors and various company departments to resolve quality problems and provide information. Participates in and may lead audits. Provides management with feedback on inspection and test trends, returns and vendor performance. Provides work leadership, guidance, and direction to employees.</p> <p>Minimum Education: Bachelors Degree</p>   |
| LE-164      | Senior Analyst - Quality | <p>Minimum/General Experience: Five years related experience.</p> <p>Functional Responsibility: For security related work, defines and develops quality standards for receiving, in-process and final inspection. Reviews and evaluates complex, in-process rejections and implements corrective action. Interfaces with clients, vendors and various company departments to resolve quality problems and provide information. Participates in and may lead audits. Conducts and assists with benchmarking and surveys. Provides management with feedback on inspection and test trends, returns and vendor performance. May provide work leadership to lower level employees. Conducts Quality Assurance training. Has a broad knowledge of quality assurance standards and testing strategies, and participates in development, implementation and execution of certification programs for testing. Ensures documentation is in conformance with approved test and quality assurance standards. Writes both testing and certification compliance reports.</p> <p>Minimum Education: Bachelors Degree</p> |
| LE-165      | Staff Analyst - Quality  | <p>Minimum/General Experience: Two years of related experience.</p> <p>Functional Responsibility: On security related efforts, defines and develops quality standards for receiving, in-process and final inspection in accordance with company and contractual requirements. Reviews and evaluates complex, in-process rejections and implements corrective action as needed. Interfaces with clients, vendors and various company departments to resolve quality problems and provide information. Participates in and may lead audits. Demonstrated ability to perform and coordinate quality assurance activities such as the design and development of test plans, criteria and procedures, to assemble test data, and conduct, evaluate, and verify test results. Knowledge of structured design, quality assurance, business practices, configuration control and change management. Conducts quality assurance testing of products. Documents procedures and discrepancies.</p> <p>Minimum Education: Bachelors Degree</p>   |
| LE-166      | Assoc. Analyst - Quality | <p>Minimum/General Experience: Entry level position</p> <p>Minimum Education: Bachelors Degree.</p>  |
| LE-167      | Senior Analyst/ Linguist | <p>Minimum/General Experience: Two (2) years of practical application experience. Ability to do graphic translation and analysis in a foreign language and must be proficient in both translation and analysis.</p> <p>Functional Responsibility: Studies components, structure, and relationships within specified language to provide comprehension of its social functioning. Prepares description of sounds, forms, and vocabulary of language. Contributes to the development of linguistic theory. Applies linguistic theory to any of following areas: development of improved methods in translation, including computerization; teaching of language to other than native speakers; preparation of language-teaching materials, dictionaries, and handbooks; reducing previously unwritten languages to standardized written form; preparation of literacy materials; preparation of tests for language-learning aptitudes and language proficiency; May provide leadership and guidance to lower level employees.</p>  |

| <u>Code</u> | <u>Labor Category</u>    | <u>Labor Category Description/Requirement</u>  |
|-------------|--------------------------|--|
|             |                          | Minimum Education: Bachelors Degree in a foreign language. Masters Degree preferred.   |
| LE-168      | Staff Analyst / Linguist | <p>Minimum/General Experience: 0-1 years experience. Ability to do graphic translation and analysis in a foreign language and must be proficient in both translation and analysis.</p> <p>Minimum Education: Bachelors Degree in a foreign language</p>  |
| LE-169      | Senior Technician        | <p>Minimum/General Experience: 3 years related experience.</p> <p>Functional Responsibility: Supports operation, testing, installation, and maintenance of Biometrics systems. Meets directly with clients to complete forms and carry out identification, authentication and other related security processes.</p> <p>Minimum Education: High School Diploma, plus related technical training. Prefer some college or formal technical school training.</p>   |
| LE-170      | Staff Technician         | <p>Minimum/General Experience: 1 year related experience.</p> <p>Functional Responsibility: Supports operation, testing, installation, and maintenance of Biometrics systems. Meets directly with clients to complete forms and carry out identification, authentication and other related security processes.</p> <p>Minimum Education: High School Diploma, plus related technical training.</p>   |
| LE-171      | Junior Technician        | <p>Minimum/General Experience: Entry level position.</p> <p>Functional Responsibility: Supports operation, testing, installation, and maintenance of Biometrics systems. Meets directly with clients to complete forms and carry out identification, authentication and other related security processes.</p> <p>Minimum Education: High School Diploma, plus related technical training.</p>  |
| LE-172      | Technical Specialist     | <p>Minimum/General Experience: 5 years experience in security related discipline.</p> <p>Minimum Education: Associates Degree or equivalent training.</p>  |
| LE-173      | Senior Admin. Specialist | <p>Minimum/General Experience: 6+ years related experience.</p> <p>Functional Responsibility: On security projects, serves as an Administrative Supervisor. Directly supports facility customer service efforts by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports. Develops and updates graphic presentations to improve the quality and enhance the usability of documents. Performs Executive Level support. Supports Business Process improvement related to data management. Support data assurance and proofreads correspondence, reports, and documentation. Maintains filing system for department. Answers customer inquiries via telephones, responds to routine questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements.</p> <p>Minimum Education: High School Diploma or equivalent training</p> |
| LE-174      | Admin. Specialist        | <p>Minimum/General Experience: 5 years related experience.</p> <p>Functional Responsibility: For security related programs, serves as an Administrative Supervisor. Directly supports facility customer service efforts by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports. Performs Executive Level support. Supports Business Process improvement related to data management. Support data assurance and proofreads correspondence, reports, and documentation. Maintains filing system. Answers customer inquiries via telephones, responds to routine questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements.</p> <p>Minimum Education: High School Diploma or equivalent training.</p>   |

| <u>Code</u> | <u>Labor Category</u>    | <u>Labor Category Description/Requirement</u>   |
|-------------|--------------------------|---|
| LE-175      | Junior Admin. Spec.      | <p>Minimum/General Experience: 3 years experience.</p> <p>Functional Responsibility: On security related projects, directly supports facility customer service efforts by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Performs high level secretarial work under the general supervision of manager. Types and proofreads correspondence, reports, and documentation. Maintains filing system. Answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements.</p> <p>Minimum Education: High School Diploma or equivalent training.</p> |
| LE-176      | Staff Clerk              | <p>Minimum/General Experience: 1+ years related administrative experience.</p> <p>Minimum Education: High School degree</p>   |
| LE-177      | Junior Clerk             | <p>Minimum/General Experience: Some administrative experience</p> <p>Minimum Education: High school degree</p>  |
| LE-178      | Associate Clerk          | <p>Minimum/General Experience: Entry level position</p> <p>Minimum Education: Some high school</p>  |
| LE-179      | Entry Control Technician | <p>Minimum/General Experience: 0 - 6 Months.</p> <p>Functional Responsibility: Primary duties involve physically manning guard posts at assigned locations, conducting area security checks and controlling access to designated areas. Deal with the public in an effective and congenial manner while adhering to policy and regulations. May prepare and file reports. Maintain security equipment in an acceptable state of readiness and keep the guard shack in a clean and presentable manner. In-processes visitors, issues badges, verifies paperwork and inspects incoming and outgoing materials and equipment. Conducts security checks via foot patrol and vehicle. Processes paperwork to include: reports, schedules and pass-down instructions.</p> <p>Minimum Education: High school diploma. Security background preferred.</p>   |

## General Guidelines

The compensation system of ManTech International Corporation and its subsidiaries is designed to pay equitably and fairly for services rendered in a manner which aids in attracting, retaining and motivating competent employees without regard to race, sex, age, national origin, religion, or physical ability while providing appropriate control of overall compensation costs.

Commercial Rates are calculated using maximum basic salary for a Job Level, loaded at Commercial Cost Center Rates, and adjusted in accordance with the ManTech International Strategic Plan and Initiatives, and future year recruitment expectations.

**Scope:** Labor level prices listed herein are applicable to quoting or proposing Time-and-Material or Firm Fixed Prices to commercial customers for commercial services (except for foreign commercial services, Forensics and Intrusion and Detection Analysis Services and formal training courses with established standard commercial pricing).

**Price Deviation:** Concessions, discounts or other deviations are addressed on a case-by-case basis and are subject to approval by executive level management.

**Customer Site Rates** are effective only if service is performed on customer premises for at least six (6) months.

**Travel and Accommodations and Other Direct Costs** are handled on an order-by-order basis and are subject to open market prices.

**Education Equivalence:** Where the job description requires a certain level of educational qualification or "equivalent experience", the following guidelines may prove helpful:

|                         |  |
|-------------------------|--|
| Associates Degree       | 4-5 years of directly related experience |
| BS/BA (Not engineering) | 7-8 years of directly related experience |
| Engineering Degree      | 10 years of directly related experience. |

To determine the appropriate salary grade for a position, a benchmark analysis technique is used. This technique is defined as the comparison of the average paid rate for similar positions based on salary survey information. The position is placed in the ManTech salary structure using midpoint control. The compensation program objective is to maintain (or place) positions in the ManTech salary structure within plus or minus five (5) percent of survey data average paid rate. Changes in benchmark position rates are normally met by an annual adjustment in salary ranges. Variations in paid rates caused by supply vs. demand of a particular skill in a local/regional area are met through salary grade level adjustment in the existing structure. Separate structures may be required to compensate for the extreme paid-rate variations for these skills in different areas of the U.S. or Internationally.

### **Sea Duty/Isolated Duty**

ManTech pays a premium on the normal hourly rate to compensate eligible employees who work occasional periods of sea duty or who occasionally work at designated isolated locations. Sea Duty is defined as duty aboard a naval vessel under way (actually away from the pier). Isolated locations are those where the employee is effectively confined on-site for both lodging and subsistence. Premium amounts will be administered on a case by case basis in accordance with ManTech policies.



### **Shift Differential**

Employees receive shift premiums for all time worked other than the first shift, in accordance with the schedule in effect at each facility. If 50 percent – or more – of an employee's time worked falls within one of the time spans below, they are eligible for the designated shift differential. The following time spans will serve to identify the hours used to authorize the pay differential:

|         |   |                         |
|---------|---|-------------------------|
| Shift 1 | - | 6:00 a.m. to 3:59 p.m.  |
| Shift 2 | - | 4:00 p.m. to 11:59 p.m. |
| Shift 3 | - | Midnight to 5:59 a.m.   |

Shift premium amounts will be administered on a case by case basis in accordance with ManTech policies. Where contracts specify a shift differential, the percentages may be different. Shift differential applies only to approved activities and is not applicable to exempt personnel working casual overtime.

Additional information can be obtained from ManTech's Compensation Manual and from the Policy and Procedures Manual



## Contact Information

For any questions or for additional information, please contact:

|                     |  |
|---------------------|--|
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