GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

Information Technology Professional Services
Federal Supply Group:
70

Service Code: D302

Contract Number: 47QTCA19D0005

Contract Period: October 3, 2018 – October 2, 2023

Oasis Systems, LLC
200 Summit Drive, Suite 510
Burlington, MA 01803
Phone: 781-676-7347
Fax: 781-676-7353
www.oasissystems.com

Contract Administrator:
Mary Lee Pence
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Phone: 301-230-4576

Business Size:
Large

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

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CUSTOMER INFORMATION

1a.   Table of awarded special item numbers with appropriate cross-reference to item descriptions and awarded prices:

        Special Item Number: OLM
        Special Item Number: 54151HACS
        Special Item Number: 54151S

1b.   Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply:
        Not Applicable

1c.   If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided:
        See Approved GSA Pricing

2.   Maximum order:
        $500,000

3.   Minimum order:
        $100

4.   Geographic coverage:
        Worldwide

5.   Point of production:
        200 Summit Drive, Suite 510Burlington, MA 01803United States

6.   Discount from list prices or statement of net price:
        GSA prices are net

7.   Quantity discounts:
        None

8.   Prompt payment terms:
        Net 30 days

9a.   The Government purchase Card will be accepted for payment on orders below the micro-purchase threshold.

9b.   The Government purchase Card will be accepted for payment on orders above the micro-purchase threshold.

10.   Foreign items:
None

11a.   Time of delivery:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
OLM, 54151HACS, 54151S	*As Negotiated*

11b.   Expedited Delivery:
As Negotiated

11c.   Overnight and 2-day delivery:
As Negotiated

11d.   Urgent Requirements:
When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) place pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all
other terms and conditions of the contract.

12.   F.O.B. point:
Destination

13a.   Ordering address:
200 Summit Drive, Suite 510
Burlington, MA 01803
United States

13b.   Ordering procedures:
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3

14.   Payment address:
       200 Summit Drive, Suite 510Burlington, MA 01803United States

15.   Warranty provision:
       All labor professionals provided will meet education and experience requirements

16.   Export packing charges, if applicable:
       Not Applicable

17.   Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):
       No additional terms for government purchase card acceptance. Credit cards accepted for payment on orders above and below the micro-purchase threshold.

18.   Terms and conditions of rental, maintenance, and repair:
       Not Applicable

19.   Terms and conditions of installation:
       Not Applicable

20.   Terms and conditions of repair parts:
       Not Applicable

20a.   Terms and conditions for any other services:
       Not Applicable

21.   List of service and distribution points:
       200 Summit Drive, Suite 510 Burlington, MA 01803 United States

22.   List of participating dealers:
       Not Applicable

23.   Preventive maintenance:
       Not Applicable.

24a.   Special attributes such as environmental attributes:
       Not Applicable

24b.   If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number:
   176018810

26. Notification regarding registration in SAM.gov database:
   1EDN2

GSA PRICELIST

SIN	Labor Category	Rate Location	Year 1 10/03/2018-10/02/2019	Year 2 10/03/2019-10/02/2020	Year 3 10/03/2020-10/02/2021	Year 4 10/03/2021-10/02/2022	Year 5 10/03/2022-10/02/2023
54151HACS, 54151S	Program Manager (101)	Contractor Facility	$189.88	$195.20	$200.66	$206.28	$212.06
54151HACS, 54151S	Project Manager (102)	Contractor Facility	$166.12	$170.78	$175.56	$180.47	$185.53
54151HACS, 54151S	Subject Matter Expert (103)	Contractor Facility	$282.30	$290.21	$298.33	$306.69	$315.27
54151HACS, 54151S	Senior Computer Specialist (201)	Contractor Facility	$225.89	$232.22	$238.72	$245.41	$252.28
54151HACS, 54151S	Computer Specialist (202)	Contractor Facility	$225.89	$232.22	$238.72	$245.41	$252.28
54151HACS, 54151S	Senior Computer Systems Analyst (203)	Contractor Facility	$158.25	$162.68	$167.24	$171.92	$176.73
54151HACS, 54151S	Computer Systems Analyst (204)	Contractor Facility	$203.26	$208.95	$214.80	$220.82	$227.00
54151HACS, 54151S	Junior Computer Systems Analyst (205)	Contractor Facility	$127.04	$130.60	$134.25	$138.01	$141.88
54151HACS, 54151S	Senior Programmer (206)	Contractor Facility	$225.85	$232.18	$238.68	$245.36	$252.23
54151HACS, 54151S	Programmer (207)	Contractor Facility	$182.04	$187.14	$192.38	$197.77	$203.31
54151HACS, 54151S	Senior Systems Engineer (301)	Contractor Facility	$277.22	$284.98	$292.96	$301.17	$309.60
54151HACS, 54151S	Systems Engineer (302)	Contractor Facility	$221.78	$227.99	$234.37	$240.93	$247.68

SIN	Labor Category	Rate Location	Year 1 10/03/2018- 10/02/2019	Year 2 10/03/2019- 10/02/2020	Year 3 10/03/2020- 10/02/2021	Year 4 10/03/2021- 10/02/2022	Year 5 10/03/2022- 10/02/2023
54151HACS, 54151S	Senior Engineer (305)	Contractor Facility	$119.27	$122.61	$126.04	$129.57	$133.20
54151HACS, 54151S	Engineer (306)	Contractor Facility	$106.01	$108.98	$112.03	$115.17	$118.39
54151HACS, 54151S	Junior Engineer (307)	Contractor Facility	$106.01	$108.98	$112.03	$115.17	$118.39
54151HACS, 54151S	Senior Test Engineer (308)	Contractor Facility	$225.85	$232.18	$238.68	$245.36	$252.23
54151HACS, 54151S	Test Engineer (309)	Contractor Facility	$112.95	$116.11	$119.36	$122.70	$126.14
54151HACS, 54151S	Senior Field Engineer (311)	Contractor Facility	$82.80	$85.12	$87.50	$89.95	$92.47
54151HACS, 54151S	Field Engineer (312)	Contractor Facility	$47.49	$48.82	$50.18	$51.59	$53.03
54151HACS, 54151S	Network Installation Technician (401)	Contractor Facility	$79.31	$81.54	$83.82	$86.16	$88.58
54151HACS, 54151S	Network Specialist (403)	Contractor Facility	$184.04	$189.19	$194.49	$199.94	$205.53
54151HACS, 54151S	Help Desk Manager (404)	Contractor Facility	$254.08	$261.19	$268.51	$276.02	$283.75
54151HACS, 54151S	Help Desk Specialist (405)	Contractor Facility	$144.93	$148.99	$153.16	$157.45	$161.86
54151HACS, 54151S	Computer Operator (406)	Contractor Facility	$35.07	$36.05	$37.06	$38.10	$39.17
54151HACS, 54151S	Computer System Administrator (407)	Contractor Facility	$184.04	$189.19	$194.49	$199.94	$205.53
54151HACS, 54151S	LAN / WAN Integrator (409)	Contractor Facility	$254.08	$261.19	$268.51	$276.02	$283.75
54151HACS, 54151S	Technical Writer (501)	Contractor Facility	$81.64	$83.49	$85.83	$88.23	$90.70
54151HACS, 54151S	Administrative Assistant (503)	Contractor Facility	$113.53	$116.71	$119.98	$123.33	$126.79

SIN	Labor Category	Rate Location	Year 1 10/03/2018-10/02/2019	Year 2 10/03/2019-10/02/2020	Year 3 10/03/2020-10/02/2021	Year 4 10/03/2021-10/02/2022	Year 5 10/03/2022-10/02/2023
54151HACS, 54151S	CAD Designer (504)	Contractor Facility	$68.76	$70.32	$72.29	$74.31	$76.39
54151HACS, 54151S	Senior Data Technician (510)	Contractor Facility	$58.96	$60.62	$62.31	$64.06	$65.85
54151HACS, 54151S	Junior Data Technician (512)	Contractor Facility	$29.77	$30.60	$31.46	$32.34	$33.24
54151HACS, 54151S	Quality Assurance Analyst (601)	Contractor Facility	$225.85	$232.18	$238.68	$245.36	$252.23
54151HACS, 54151S	Senior Systems Architect (701)	Contractor Facility	$268.55	$276.07	$283.80	$291.75	$299.92
54151HACS, 54151S	Senior Systems Security Analyst (702)	Contractor Facility	$231.09	$237.56	$244.21	$251.05	$258.08
54151HACS, 54151S	Program Manager (101)	Customer Facility	$181.22	$186.30	$191.51	$196.88	$202.39
54151HACS, 54151S	Project Manager (102)	Customer Facility	$161.11	$165.62	$170.26	$175.03	$179.93
54151HACS, 54151S	Subject Matter Expert (103)	Customer Facility	$166.12	$170.78	$175.56	$180.47	$185.53
54151HACS, 54151S	Senior Computer Specialist (201)	Customer Facility	$103.00	$105.88	$108.85	$111.89	$115.03
54151HACS, 54151S	Computer Specialist (202)	Customer Facility	$85.55	$87.95	$90.41	$92.94	$95.54
54151HACS, 54151S	Senior Computer Systems Analyst (203)	Customer Facility	$181.22	$186.30	$191.51	$196.88	$202.39
54151HACS, 54151S	Computer Systems Analyst (204)	Customer Facility	$100.23	$103.03	$105.92	$108.88	$111.93
54151HACS, 54151S	Junior Computer Systems Analyst (205)	Customer Facility	$48.45	$49.81	$51.20	$52.64	$54.11
54151HACS, 54151S	Senior Programmer (206)	Customer Facility	$101.39	$104.23	$107.15	$110.15	$113.24

SIN	Labor Category	Rate Location	Year 1 10/03/2018-10/02/2019	Year 2 10/03/2019-10/02/2020	Year 3 10/03/2020-10/02/2021	Year 4 10/03/2021-10/02/2022	Year 5 10/03/2022-10/02/2023
54151HACS, 54151S	Programmer (207)	Customer Facility	$79.17	$81.39	$83.67	$86.01	$88.42
54151HACS, 54151S	Senior Systems Engineer (301)	Customer Facility	$97.13	$99.85	$102.64	$105.52	$108.47
54151HACS, 54151S	Systems Engineer (302)	Customer Facility	$75.40	$77.51	$79.68	$81.91	$84.20
54151HACS, 54151S	Senior Engineer (305)	Customer Facility	$121.69	$125.10	$128.60	$132.20	$135.90
54151HACS, 54151S	Engineer (306)	Customer Facility	$108.16	$111.19	$114.30	$117.50	$120.79
54151HACS, 54151S	Junior Engineer (307)	Customer Facility	$69.12	$71.05	$73.04	$75.09	$77.19
54151HACS, 54151S	Senior Test Engineer (308)	Customer Facility	$131.96	$135.65	$139.45	$143.36	$147.37
54151HACS, 54151S	Test Engineer (309)	Customer Facility	$57.76	$59.37	$61.04	$62.75	$64.50
54151HACS, 54151S	Senior Field Engineer (311)	Customer Facility	$71.93	$73.95	$76.02	$78.14	$80.33
54151HACS, 54151S	Field Engineer (312)	Customer Facility	$48.45	$49.81	$51.20	$52.64	$54.11
54151HACS, 54151S	Network Installation Technician (401)	Customer Facility	$79.31	$81.54	$83.82	$86.16	$88.58
54151HACS, 54151S	Network Specialist (403)	Customer Facility	$60.98	$62.69	$64.44	$66.25	$68.10
54151HACS, 54151S	Help Desk Manager (404)	Customer Facility	$87.04	$89.47	$91.98	$94.55	$97.20
54151HACS, 54151S	Help Desk Specialist (405)	Customer Facility	$57.01	$58.61	$60.25	$61.94	$63.67
54151HACS, 54151S	Computer Operator (406)	Customer Facility	$35.78	$36.78	$37.81	$38.87	$39.96
54151HACS, 54151S	Computer System Administrator (407)	Customer Facility	$54.10	$55.61	$57.17	$58.77	$60.41

SIN	Labor Category	Rate Location	Year 1 10/03/2018-10/02/2019	Year 2 10/03/2019-10/02/2020	Year 3 10/03/2020-10/02/2021	Year 4 10/03/2021-10/02/2022	Year 5 10/03/2022-10/02/2023
54151HACS, 54151S	LAN / WAN Integrator (409)	Customer Facility	$74.47	$76.55	$78.70	$80.90	$83.16
54151HACS, 54151S	Technical Writer (501)	Customer Facility	$81.22	$83.49	$85.83	$88.23	$90.70
54151HACS, 54151S	Administrative Assistant (503)	Customer Facility	$60.42	$62.11	$63.85	$65.63	$67.47
54151HACS, 54151S	CAD Designer (504)	Customer Facility	$67.04	$68.92	$70.85	$72.83	$74.87
54151HACS, 54151S	Senior Data Technician (510)	Customer Facility	$60.16	$61.85	$63.58	$65.36	$67.19
54151HACS, 54151S	Junior Data Technician (512)	Customer Facility	$30.37	$31.22	$32.10	$33.00	$33.92
54151HACS, 54151S	Quality Assurance Analyst (601)	Customer Facility	$119.10	$122.44	$125.87	$129.39	$133.01
54151HACS, 54151S	Senior Systems Architect (701)	Customer Facility	$274.00	$281.67	$289.56	$297.67	$306.00
54151HACS, 54151S	Senior Systems Security Analyst (702)	Customer Facility	$235.77	$242.38	$249.16	$256.14	$263.31

LABOR CATEGORY DESCRIPTIONS

Oasis Systems, LLC provides a full range of cyber security and information technology security services. Therefore, the following labor category descriptions apply to all SINS:

Job Title: Program Manager (101)

Minimum/General Experience: 10 years of experience in IT Systems or Program Management.
Functional Responsibility: Plans, organizes, directs, and monitors all contract activities. Interfaces with clients. Assembles qualified staff to perform tasks. Ensures conformance with specifications and contract provisions. Responsible for meeting technical, cost, and schedule objectives.
Minimum Education: BS or BA degree or four years of additional equivalent experience.

Job Title: Project Manager (102)
Minimum/General Experience: Seven years of experience managing complex IT projects.
Functional Responsibility: Manages IT project teams of multi-disciplined professionals. Organizes and directs planning and execution of tasks. Provides oral and written project reports. Ensures conformance with project/task order provisions. Responsible for meeting project technical and schedule objectives.
Minimum Education: BS or BA degree or four years of additional equivalent experience.

Job Title: Subject Matter Expert (103)
Minimum/General Experience: 10 years IT experience with six years specialized experience.
Functional Responsibility: Responsible for providing expert technical or managerial guidance for problem definition, requirement development, analysis, and execution of complex projects in the subject matter area.
Minimum Education: BS or BA degree or four years of additional equivalent experience.

Job Title: Senior Computer Specialist (201)
Minimum/General Experience: Eight years of computer experience, with five years of specialized experience.
Functional Responsibility: Responsible for conducting analysis of cost and technical risk for complex hardware or software conversion, upgrades, or efficiency improvements. Makes written recommendations and supervises implementation efforts.
Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Job Title: Computer Specialist (202)
Minimum/General Experience: Four years of computer experience, with two years of specialized experience.
Functional Responsibility: Responsible for conducting analysis of cost and technical risk for hardware or software conversion, upgrades, or efficiency improvements. Makes written recommendations and supervises their implementation.
Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Job Title: Senior Computer Systems Analyst (203)
Minimum/General Experience: Eight years computer related experience on complex application problems. Five years specialized experience with use of programming languages, and in analysis and design of computer systems, LAN based systems, database management systems, and storage and retrieval systems.
Functional Responsibility: Provides direction for personnel performing software development tasks. Responsible for performing review and approval of task products/deliverables. Insures adherence to design specifications and standards, prepares program management information. Prepares and presents concepts and plans to clients, management, and staff.
Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Job Title: Computer Systems Analyst (204)
Minimum/General Experience: Five years of computer experience in information systems design. Three years of experience in analysis and design of computer systems, storage and retrieval systems, database management systems, use of programming languages, and formulating specifications for programmers.
Functional Responsibility: Responsible for analyzing and developing software for engineering and business applications including development of requirements, specifications, alternative solutions, and plans for ADP systems.
Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Job Title: Junior Computer Systems Analyst (205)
Minimum/General Experience: Two years of supervised experience with design and programming computers or LAN based systems.
Functional Responsibility: Develop requirements or specifications and assists senior computer systems analyst with system testing.
Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Job Title: Senior Programmer (206)
Minimum/General Experience: Eight years programming experience for software development and maintenance. Five years of experience with ADP systems analysis and programming.
Functional Responsibility: Uses assorted equipment, language, and technology to analyze requirements and develop solutions for technical and business applications. Verifies accuracy and completeness of programming by performing thorough tests with actual or simulated data.
Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Job Title: Programmer (207)
Minimum/General Experience: Five years programming experience for software development and maintenance. Two years of experience with ADP systems analysis and programming.
Functional Responsibility: Uses assorted equipment, language, and technology to analyze requirements and develop solutions for technical and business applications.
Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Job Title: Senior Systems Engineer (301)
Minimum/General Experience: Eight years of experience in systems engineering with three years of experience supervising system engineers using interactive, interpretive systems with online, real-time acquisition capability.
Functional Responsibility: Responsible for analyzing information system requirements, and evaluating workflow, organization, and plans in development and implementation of proposed solutions. May supervise technical staff.
Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Job Title: Systems Engineer (302)
Minimum/General Experience: Five years of experience in systems engineering with two years of experience using interactive, interpretive systems with online, real-time acquisition capability.
Functional Responsibility: Responsible for analyzing information system requirements, and evaluating workflow, organization, and plans in development and implementation of proposed solutions.
Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Job Title: Senior Engineer (305)
Minimum/General Experience: Eight years engineering experience with system design, integration, and testing.
Functional Responsibility: Responsible for performing senior level engineering or ADP tasks in the broad areas of telecommunications, electronics, networking, electrical engineering, mechanical engineering, civil engineering or software engineering. Must translate mission requirements and IT problems into solutions employing current equipment and software. Must define interaction and interface between varying engineering disciplines. Devises tests to evaluate, troubleshoot and check systems and components. Performs complex analysis and design tasks and provides documentation. Designs systems utilizing CAD or CAE tools following relevant industry practice and standards. May lead major task areas.
Minimum Education: BS Degree in Engineering.

Job Title: Engineer (306)
Minimum/General Experience: Five years engineering experience with system design, integration, and testing.
Functional Responsibility: Responsible for translating mission requirements and IT problems into solutions employing current equipment and software. Must define interaction and interface between varying engineering disciplines. Performs tests to evaluate, troubleshoot and check systems and components. Performs complex analysis and design tasks and provides documentation. Designs systems utilizing CAD or CAE tools following relevant industry practice and standards.
Minimum Education: BS Degree in Engineering.

Job Title: Junior Engineer (307)
Minimum/General Experience: Two years engineering experience with system design, integration, and testing.
Functional Responsibility: Responsible for defining interaction and interface between varying engineering disciplines, using current equipment and software. Conducts tests to evaluate, troubleshoot and check systems and components. Performs analysis and design tasks and provides documentation. Designs systems utilizing CAD or CAE tools following relevant industry practice and standards.
Minimum Education: BS Degree in Engineering.

Job Title: Senior Test Engineer (308)
Minimum/General Experience: Eight years experience planning, organizing, and directing complex systems tests.
Functional Responsibility: Responsible for developing test planning documentation for IT systems. Evaluates suitability of test facilities, data acquisition plans, and test scenarios to accomplish test objectives. Direct tests in accordance with approved test plans.
Minimum Education: BS Degree in Engineering.

Job Title: Test Engineer (309)
Minimum/General Experience: Five years experience planning, organizing, and directing systems tests.
Functional Responsibility: Responsible for contributing to the development of test planning documentation for IT systems. Evaluates suitability of test facilities, data acquisition plans, and test scenarios to accomplish test objectives. Conduct tests in accordance with approved test plans.
Minimum Education: BS Degree in Engineering.

Job Title: Senior Field Engineer (311)
Minimum/General Experience: Eight years of experience with a wide range of tasks involving mechanical, electronic, electrical, and computer systems.
Functional Responsibility: Responsibility for performing systems and equipment installation, testing, inspection, modification, maintenance, operation, training, and documentation. Compiles, validates, and verifies the accuracy of a variety of technical documents and drawings.
Minimum Education: Associates technical degree or two years of additional experience.

Job Title: Field Engineer (312)
Minimum/General Experience: Five years of experience with a wide range of tasks involving mechanical, electronic, electrical, and computer systems.
Functional Responsibility: Responsibility for supporting systems and equipment installation, testing, inspection, modification, maintenance, operation, training, and documentation. Compiles and reviews the accuracy of a variety of technical documents and drawings.
Minimum Education: Associate Technical degree or two years additional experience.

Job Title: Network Installation Technician (401)
Minimum/General Experience: Five years of experience performing analysis, design, and installation of local and wide area networks, and installation of communication systems. Familiar with network configurations and topologies, TCP/IP, frame relay, bridges, and routers. Supervises other technicians.
Functional Responsibility: Responsible for organizing and directing network installations and site surveys. Assesses and documents existing site configuration. Leads preparation of engineering plans and installation documents. Prepares test reports. Coordinates maintenance support.
Minimum Education: Associate Technical degree or two years additional experience.

Job Title: Network Specialist (403)
Minimum/General Experience: Five years of experience in analysis, design, development, and testing LAN application solutions.
Functional Responsibility: Responsible for analyzing, evaluating, and developing cost effective LAN application solutions that optimize resources and technology available to meet requirements. Determines network performance, evaluates and diagnoses network performance issues, recommending changes to improve network performance.
Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Job Title: Help Desk Manager (404)
Minimum/General Experience: Five years of experience managing help desks in a multiserver environment. Knowledge of PC operating systems, networking, and mail standards. Experience supervising help desk staff.
Functional Responsibility: Responsible for the daily supervision of help desk staff. Recruits and trains staff, schedules help desk coverage, analyzes operational performance, and recommends improvements.
Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Job Title: Help Desk Specialist (405)
Minimum/General Experience: Two years of experience working on help desks and with PC operating systems, networking, and mail standards. Ability to communicate with customers orally and in writing.
Functional Responsibility: Responsible for providing phone and in-person support to users of e-mail, directories, and windows desktop applications. Serves as the initial point of contact for solving network application problems, hardware and software problems, and printer problems.
Minimum Education: BS or BA degree or four years of additional equivalent experience in a related field.

Job Title: Computer Operator (406)
Minimum/General Experience: Two years of operating computer systems.
Functional Responsibility: Responsible for monitoring and controlling a computer by operating the central console or online terminal. Assists in determining equipment settings and operating instructions.
Minimum Education: High School graduate.

Job Title: Computer System Administrator (407)
Minimum/General Experience: Two years of experience in administrating UNIX or open systems-compliant systems.
Functional Responsibility: Responsible for monitoring and administering the various business systems and keeps system information documented and up to date. Establishes and maintains system users, user environment, directories, and security. Responds to user needs and questions concerning access to system resources.
Minimum Education: Associates Degree or 2 years of additional experience.

Job Title: LAN / WAN Integrator (409)
Minimum/General Experience: Five years network experience with five years of experience with integration and upgrades of networks.
Functional Responsibility: Responsible for the technical architecture and LAN/WAN recommendations with respect to improvements, upgrades, and network security. Evaluates hardware and software available and makes purchase recommendations.
Minimum Education: Associate Technical degree or two years additional experience.

Job Title: Technical Writer (501)
Minimum/General Experience: One year of experience editing and writing technical documents.
Functional Responsibility: Responsible for collecting, organizing, editing and preparing information for manuals, reports, training material, proposals, specifications, briefing material, or any other documents.
Minimum Education: Associate Technical degree or two years additional experience.

Job Title: Administrative Assistant (503)
Minimum/General Experience: Two years of experience with office automation equipment, project support, and business processes.
Functional Responsibility: Assists in the preparation of management plans, budgets, and reports. Coordinates schedules, tracks cost, and statuses deliverables.
Minimum Education: High School Diploma.

Job Title: CAD Designer (504)
Minimum/General Experience: Two years of experience designing electrical and mechanical products in support of IT systems. Four years of experience with CAD software. Experienced with drafting standards, symbols and procedures.
Functional Responsibility: Responsible for supporting engineers in the design process. Selects equipment and materials from commercially available sources. Develops design drawings and sketches using current version of CAD software. Reviews and signs off as checker for completed drawings prepared by CAD draftsman.
Minimum Education: Associate Technical degree or two years additional experience.

Job Title: Senior Data Technician (510)
Minimum/General Experience: Five years of data processing and scientifically oriented experience. Must possess skill in the preparation of graphs, charts and text data for visual presentations. A basic knowledge of graphic equipment, graphic software, file formats and graphic terms is required.
Functional Responsibility: Responsible for training Data Technicians and serves as the first line working shift supervisor; responsible for quality control of the digitization products. Performs various functions supporting the operation of an ADP installation including scheduling operations, data review and preparation, tape library control, distribution of ADP system reports, etc. Duties include recommending various methods of portraying ideas and the design, layout, and generation of a variety of graphical presentation products from rough drafts or outlines, which are performed using complex automated color graphic equipment and PC software packages.
Minimum Education: High School Diploma.

Job Title: Junior Data Technician (512) Minimum/General Experience: Entry level position.
Functional Responsibility: Assists senior data technician as required.
Minimum Education: High School Diploma.

Job Title: Quality Assurance Analyst (601)
Minimum/General Experience: Five years of experience with quality control methods and two years of experience in software testing, and system life cycles.
Functional Responsibility: Responsible for developing Quality Assurance Plans. Implements procedures to ensure that all information systems products and services meet company standards and user requirements and ensures that test software tests adequately to ensure proper operation and freedom from defects. Performs workflow analysis and recommends quality improvements.
Minimum Education: BS or BA degree or 4 years of additional equivalent experience in a related field.

Job Title: Senior Systems Architect (701)
Minimum/General Experience: 12 years IT experience, with seven years specialized experience in designing or re- engineering systems architecture across multiple platforms.
Functional Responsibility: Responsible for the designer-engineering, development and implementation of computer systems architecture across multiple IT platforms, including: Mainframe, Client/Server and Web-based systems. Recommends integration strategies, policies and procedures. Typically reports to senior management and may manage a team of designers/developers.
Minimum Education: BA/BS degree or 10 years of additional equivalent experience in engineering, information systems, computer science or related fields.

Job Title: Senior Systems Security Analyst (702)
Minimum/General Experience: Six years IT experience, with four years specialized experience in design and implementation of security standards and procedures across multiple IT platforms.
Functional Responsibility: Responsible for the design and implementation of computer systems security across multiple IT platforms, including: Mainframe, Client Server and Web-based systems. Possesses an understanding of capabilities associated with the security monitoring products across all IT platforms. Ensures that policies reflect current standards in place including FISMA and other industry standards. Monitors compliance and conducts periodic reviews of policies.
Minimum Education: BA/BS degree or five years of additional equivalent experience in engineering, information systems, computer science or related fields.