

Section 2. Position Descriptions

Certain labor categories are offered in multiple SINS. When this situation occurs, the position descriptions are presented only one time with an indication for which SINS the position is available.

Labor Category: **Administrative Assistant**
SINs offered: **1,2,3,7**

Duties. Directly support Program Manager or Project Manager 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 for department. Answers telephones, responds to routine questions/requests, greets visitors, schedules meetings, mail distribution, and makes travel arrangements.

Minimum/General Experience. Requires a high school diploma and a minimum of three years experience in office administration and developing graphic/artistic presentations for publications and documents (preferably technical documentation). At minimum, one year of specialized experience using commercial automated word processing, graphics systems, and desktop publishing systems. Demonstrated ability to work independently or under only general direction.

Minimum Education. Requires a High School Diploma and three years experience. With an Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline: one year general experience is required.

Labor Category: **Clerk/Typist/Word Processor**
SINs offered: **1,2,3**

Duties. Performs data input and typing tasks via on-line data terminal, key-to-tape, key-to-disk, or similar device. Verifies data entered, where applicable.

Minimum/General Experience. Typically required to work under close supervision and direction. One year experience in typing, data entry or verification.

Minimum Education. Requires a high school diploma.

Labor Category:
SINs offered:

Computer Programmer
1,2,3

Duties. Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency.

Minimum/General Experience. This position requires a minimum of four years experience, of which at least two years must be specialized. Specialized experience includes: experience as an applications programmer on data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

Minimum Education. A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

1. With a Master's Degree (in the fields described in B above); two years general experience of which at least one year must be specialized experience is required.
2. With eight years of general experience of which at least seven five must be specialized experience, a degree is not required.

Labor Category:
SINs offered:

Conference Coordinator
2

Duties. Manages the planning, logistics and conduct of conference and seminar activities. Planning activities include development of budgets, compilation of speaker rosters and agendas, development of attendee lists, and site selection. Logistic activities include negotiation with site managers, arrangement for audio-visual equipment, provision and snacks and refreshments and travel arrangements. Conduct activities include recording of conference proceeding, enrollment of attendees and hosting services.

Minimum/ General Experience. The position requires a minimum of three years experience coordinating conferences. Specific experience includes: development of speaker rosters and discussion of topic areas with speakers.

Minimum Education. A Bachelor's degree; or with five years of specialized experience, a Bachelor's degree is not required.

Labor Category:
SINs offered:

Consultant
2

Duties. Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

Minimum/General Experience. This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience includes: developing functional requirements for complex integrated systems. Must demonstrate the ability to work independently or under only general direction.

Minimum Education. A Bachelor's Degree in Economics, Psychology, International Relations, Information Systems, Engineering, Business, or other related scientific, technical, or discipline.
1. With a Master's Degree (in the fields described in B above): four years of general experience of which at least two years must be specialized experience is required.
2. With ten years of general experience of which at least six years must be specialized experience, a degree is not required.

Labor Category:
SINs offered:

Graphic Artist
1,2,3,7

Duties. Prepare graphical presentations for inclusion in professional publications, marketing materials, brochures, agency reports, training courses, and computer or web based media.

Minimum/General Experience. This position requires a minimum of two years experience, of which at least one year must be specialized. Specialized experience includes: development of materials using Adobe Photoshop or a similar publishing package, or, experience developing training materials using Authorware or a similar product.

Minimum Education. A Bachelor's Degree. With five years experience, of which at least two years must be specialized, a Bachelor's Degree is not required.

Labor Category:
SINs offered:

Instructional Technologist
1

Duties. Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background materials, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminar. Designs instruments to assess individual or organizational change in knowledge skill attitude, behavior results. Designs instruments to assess program and instructional quality. Creates reports and conducts presentation on program impact on individuals or organizations. Evaluates and validates program designs and results. Creates video, audio, or computer based resources to enhance learning.

Minimum/General Experience. This position requires a minimum of four years experience, of which at least two years must be specialized. Specialized experience includes: experience in developing and providing technical and end-user training on computer hardware and application software. General experience includes information systems development, training, or related fields. Demonstrated ability to communicate orally and in writing.

Minimum Education. A Bachelor's Degree in any field.

Labor Category:
SINs offered:

Junior Instructional Technologist
1

Duties. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background materials, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms) under supervision of senior instructor. Assists at formal classroom courses, workshops, and seminars. Creates reports and conducts presentation on program impact on individuals or organizations. Evaluates and validates program designs and results. Creates video, audio, or computer based resources to enhance learning.

Minimum/General Experience. This position requires a minimum of two years experience. Demonstrated ability to communicate orally and in writing.

Minimum Education. A Bachelor's Degree in any field.

Labor Category:
SINs offered:

Management Analyst
1,2,3,7

Duties. Supports financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Develops work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff. Defines and directs technical specifications and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product.

Minimum/General Experience. This position requires a minimum of three years experience, of which a least one year must be specialized. Specialized experience includes: preparation and analysis of financial statements, development of complex project schedules and similar activities. General experience includes increasing responsibilities in general accounting or management activities. Must demonstrate the ability to work independently or under only general direction.

Minimum Education. A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related scientific or technical discipline. Minimum of 3 years of professional work experience that provides the required knowledge and skill set.

Labor Category:
SINs offered:

Project Manager
1,2,3,7

Duties. Serves as Project Manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system). Responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. 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. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Reports in writing and orally to contractor management and Government representatives. Provides business, technical, and personnel management across multiple projects, such as engineering studies, computer applications and systems development.

Minimum/General Experience. Bachelor's Degree and twelve years relevant experience that provides the required knowledge and skills. Advanced degree desired.

Minimum Education. A Bachelor's Degree in Computer Science, Information Systems, Economics, International Relations, Engineering, Business, or other related scientific or technical discipline. This position requires a minimum of twelve years ADP experience. Experience includes increasing responsibilities in information systems design and management.

Labor Category:
SINs offered:

Senior Computer Programmer
1,3

Duties. Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

Minimum/General Experience. This position requires a minimum of seven years experience, of which at least four years must be specialized. Specialized experience includes: experience as an applications programmer on data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. Demonstrated ability to work independently or under only general direction.

Minimum Education. A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Labor Category:
SINs offered:

Senior Consultant
1,2,3,7

Duties. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff. Possesses requisite knowledge and expertise so recognized that the Government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communications skills.

Minimum/General Experience. This position requires a minimum of twelve years experience as an expert in a functional field, of which at least six years must be specialized. Must possess superior functional knowledge of task order specific requirements and have experience in developing functional requirements for complex integrated systems.

Minimum Education. A Bachelor's Degree in Economics, Psychology, International Relations, Computer Science, Information Systems, Engineering, Business, or other related scientific, technical, or functional discipline.

1. With a Master's Degree (in the fields described in B above): ten years of general experience of which at least four years must be specialized experience is required.

Labor Category:
SINs offered:

Senior Consultant/Statistician
3

Duties. Possesses requisite knowledge and expertise in statistical analysis. So recognized that the Government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communications skills.

Minimum/General Experience. This position requires a minimum of twelve years experience as an expert in a functional field, of which at least six years must be specialized in statistical analysis. Must possess superior functional knowledge of task order specific requirements and have experience in developing strategies for analyses of numeric data.

Minimum Education. A Bachelor's Degree in Economics, Psychology, Sociology, Computer Science, Mathematics, Engineering, related scientific, technical, or functional discipline that requires extensive preparation in statistics.

Labor Category:
SINs offered:

Senior Executive Consultant
1,2,7

Duties. Analyzes user needs to determine functional and cross-functional requirements. Performs functional analyses of business processes and problems. Identifies resources required for each task. Provides daily supervision and direction to support staff. Possesses requisite knowledge and expertise so recognized that the Government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communications skills.

Minimum/General Experience. This position requires a minimum of twelve years experience as an expert in a business field, of which at least six years must be specialized. Must possess superior functional knowledge of task order specific requirements and have experience in developing functional requirements for complex integrated systems.

Minimum Education. A Bachelor's Degree in Economics, Psychology, International Relations, Computer Science, Information Systems, Engineering, Business, or other related scientific, technical, or functional discipline.

1. With a Master's Degree (in the fields described in B above): ten years of general experience of which at least four years must be specialized experience is required.

Labor Category:
SINs offered:

Senior Facilitator
2

Duties. Leads meetings, conferences, focus groups and other group events. Identifies resources required for event and chooses appropriate format. Provides daily supervision and direction to support staff. Possesses requisite knowledge and expertise so recognized that the Government is able to qualify the individual as an expert in topic for the event. Demonstrates exceptional oral communications skills.

Minimum/General Experience. This position requires a minimum of twelve years experience as a lead facilitator, of which at least six years must be specialized.

Minimum Education. A Bachelor's Degree in Economics, Psychology, International Relations, Computer Science, Information Systems, Engineering, Business, or other related scientific, technical, or functional discipline.

1. With a Master's Degree (in the fields described in B above): ten years of general experience of which at least four years must be specialized experience is required.

Labor Category:
SINs offered:

Senior Graphic Artist
1,2,3,7

Duties. Supervise preparation of graphical presentations for inclusion in professional publications, marketing materials, brochures, agency reports, training courses, and computer or web based media.

Minimum/General Experience. This position requires a minimum of five years experience, of which at least one year must be specialized. Specialized experience includes: development of materials using Adobe Photoshop or a similar publishing package, or, experience developing training materials using Authorware or a similar product.

Minimum Education. A Bachelor's Degree. With five years experience, of which at least two years must be specialized, a Bachelor's Degree is not required.

Labor Category:
SINs offered:

Senior Instructional Technologist
1

Duties. Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background materials, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computers based/computer aided training. Provided daily supervision and direction to staff. Creates instructional objectives and program plans from identified data or needs. Designs training activities, methods, and materials to meet identified objectives. Creates strategies for learning and applying. Creates instruments, tests or activities to evaluate in-class learning. Creates workbooks, teaching guides, video scripts, software, written role plays, simulations, case studies etc. to meet learning objectives. Delivers lectures, presentations, examples, and analogies to enhance learning. Gives feedback, examinations, and assessments to determine learning or skills level.

Minimum/General Experience. This position requires a minimum of seven years experience, of which at least five years must be specialized. Specialized experience includes: experience in developing and providing technical and end-user training on computer hardware and application software. Demonstrated ability to communicate orally and in writing. Demonstrated ability to work independently or under only general direction.

Minimum Education. A Bachelor's Degree in any field.

Labor Category:
SINs offered:

Senior Technical Editor
1,2,3,7

Duties. Directs development of technical documents. Supervises junior level technical writers. Edits functional descriptions, system specifications, users manuals, special reports or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Prepare, disseminate and provide for the orderly safeguard of technical documents. Proficiency in writing technical documents. Provide support in the area of technical editing by reviewing the grammar, writing styles and syntax of quality materials and technical reports. Provide support by assisting in rewrites of quality materials and technical reports.

Minimum/General Experience. This position requires at least four year experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction. Experience in supervising junior staff.

Minimum Education. A Bachelor's Degree in English, Literature, or other related discipline and two years of experience or a minimum of 5+ years of relevant experience.

Labor Category:
SINs offered:

Senior Technical Specialist/Engineer
1

Duties. 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. Develops and applies design methods, theories, and research techniques in the investigation and solution of complex and advanced 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. Analyzes, evaluates, and plans method of approach and organizes means to achieve solution of highly complex technical problems. Conducts investigations and tests of considerable complexity. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Recommends corrections in technical applications and analyses. Evaluates vendor capabilities to provide required products or services. Provides technical consultation to other organizations.

Minimum/General Experience. This position requires a minimum of ten years of progressively more complex engineering experience.

Minimum Education. Bachelor's Degree in a technical discipline, with 10 years of directly related engineering experience. With a Master's Degree, eight years of directly related engineering experience is required. With fifteen years experience, no degree is required; however, demonstrated technical training/military training is preferred.

Labor Category:
SINs offered:

Senior Trainer
1

Duties. Prepares instructor materials (course outline, background materials, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Arranges logistics for training facility and production of training materials. Trains personnel by conducting formal classroom courses, workshops, and seminar. Designs instruments to assess individual or organizational change in knowledge skill attitude, behavior results. Designs instruments to assess program and instructional quality.

Minimum/General Experience. This position requires a minimum of four years experience, of which at least two years must be delivery of materials to specialized audiences. Specialized experience includes: experience in delivering training to senior level audiences or technical experts. General experience includes ISD systems development, training, or related fields. Demonstrated ability to communicate orally and in writing.

Minimum Education. A Bachelor's Degree in any field.

Labor Category:
SINs offered:

Senior Management Analyst
1,2,3,7

Duties. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommends solutions. Develops work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff. Defines and directs technical specifications and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product.

Minimum/General Experience. This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience includes: preparation and analysis of financial statements, development of complex project schedules and similar activities.

Minimum Education. A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related scientific or technical discipline. Minimum of 6 years of professional work experience that provides the required knowledge and skill set. With a Master's Degree (in the fields described in B above): four years of general experience of which at least two years must be specialized experience is required. With ten years of general experience of which at least eight years of specialized experience, a degree is not required.

Labor Category:
SINs offered:

Survey Methodologist
3

Duties. Possesses requisite knowledge and expertise in survey research techniques. So recognized that the Government is able to qualify the individual as an expert in the field for an actual task order. Demonstrates exceptional oral and written communications skills.

Minimum/General Experience. This position requires a minimum of twelve years experience as an expert in a survey design and data analysis. Must possess superior functional knowledge of task order specific requirements and have experience in developing strategies for analyses of numeric data.

Minimum Education. A Bachelor's Degree in Economics, Psychology, Sociology, Computer Science, Mathematics, Engineering, related scientific, technical, or functional discipline that requires extensive preparation in research methodology.

Labor Category:
SINs offered:

Systems Analyst
1,3,7

Duties. Analyzes and develops software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces; maintains hardware and software performance tuning; analyzes workload and computer usage; maintains interfaces with outside systems; analyzes downtimes; analyzes proposed system modifications, upgrades and new COTS.

Minimum/General Experience. This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, including three years experience in data base management concepts, use of programming languages, and/or DBMS.

Minimum Education. A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

Labor Category:
SINs offered:

Task Manager
1,2,3,7

Duties. Serves as Manager for a task order. Responsible for the overall management of the specific task order and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Directs completion of task within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Reports in writing and orally to contractor management and Government representatives. Provides business, technical, and personnel management across multiple projects, such as engineering studies, computer applications and systems development.

Minimum/General Experience. Bachelor's Degree and five years relevant experience that provides the required knowledge and skills.

Minimum Education. A Bachelor's Degree in Computer Science, Information Systems, Economics, International Relations, Engineering, Business, or other related scientific or technical discipline.

Labor Category:
SINs offered:

Technical Editor
1,2,3,7

Duties. Collects materials for technical reports. Edits functional descriptions, system specifications, users manuals, special reports or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Prepare, disseminate and provide for the orderly safeguard of technical documents. Proficiency in writing technical documents. Provide support in the area of technical editing by reviewing the grammar, writing styles and syntax of quality materials and technical reports. Provide support by assisting in rewrites of quality materials and technical reports.

Minimum/General Experience. This position requires at least two years experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction.

Minimum Education. A Bachelor's Degree in English, Literature, or other related discipline and one year of experience.

Labor Category:
SINs offered:

Technical Specialist/Engineer
1

Duties. Performs engineering analysis and design tasks. Prepares specifications and designs, and implements solutions. May design subsystems; assists in developing standards. May work as part of a project team. Writes test procedures, compiles and evaluates design and test data and prepares technical specifications. Recommends design approaches to meet production requirements for new or improved products or processes. Coordinates with technical support personnel to conduct prototype or experimental runs for products or processes. May coordinate the efforts of drafters, technical writers, engineering technicians.

Minimum/General Experience. This position requires a minimum of four years of directly related engineering experience.

Minimum Education. Bachelor's Degree or other technical degree and 4+ years experience (or an equivalent combination of training and professional work experience). With ten years of directly related engineering experience, no degree is required.

Labor Category:
SINs offered:

Trainer
1

Duties. Assists senior trainer in delivering training courses. Develops and revises general introductory level courses. Prepares instructor materials (course outline, background materials, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminar.

Minimum/General Experience. This position requires a minimum of two years experience. Demonstrated ability to communicate orally and in writing.

Minimum Education. A Bachelor's Degree in any field.