



**DCIS**



***District of Columbia  
Government  
Supply Schedule***

**DC Information Systems, Inc.  
[www.dcinfo.com](http://www.dcinfo.com)**

**Contract # DS-C-0-920-S-0034**

**1100 Wayne Avenue, Suite 1207 – Silver Spring, MD 20910  
Tel: 301/585-6103 Fax: 301/585-4128**



## ***DCIS Corporate Overview***

DC Information Systems, Inc. (DCIS) is a professional sales and services firm specializing in the provision of computer and communications hardware and software products; systems engineering; management and information systems consulting; and facilities management services. Founded in December 1985, DCIS has assembled an exceptional team of experienced and dedicated professionals. Its blend of general management, engineering, telecommunications, and management science expertise enables the Company to meet the most challenging and complex client requirements.

## ***Corporate Background***

DC Information Systems is a small Minority owned business founded by Wayne Carter and incorporated in the District of Columbia in 1988. On September 20, 1989, DCIS was certified to participate in the US Small Business Administration's Minority Small Business and Capital Ownership Development Program authorized under Section 8(a) of the Small Business Act. This certification ended in September 1998. DCIS is also a certified Hub Zone corporation.

## ***Corporate Facilities***

DCIS is headquartered at 8484 Georgia Avenue, Silver Spring, Maryland adjacent to the Metro station. This location is convenient to government and commercial clients located throughout the Washington, DC metropolitan area.

### **Certifications**

**Small Business Administration**

**Small Disadvantaged Business**

**State of Maryland**

**DC Government**

**Minority Business Enterprise**



<b>Labor Category</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Program Manager	\$112.00	\$112.00	\$115.36	\$121.13	\$127.18
Business Manager	\$100.00	\$100.00	\$103.00	\$108.15	\$113.56
Subcontracting/Resource Mgr.	\$75.00	\$75.00	\$77.25	\$81.11	\$85.17
Task Order Project Manager I	\$65.00	\$65.00	\$66.95	\$70.30	\$73.81
Task Order Project Manager II	\$65.00	\$65.00	\$66.95	\$70.30	\$73.81
Project Scheduler	\$55.00	\$55.00	\$56.65	\$59.48	\$62.46
Computer Systems Analyst II	\$69.00	\$69.00	\$71.07	\$74.62	\$78.35
Applications Programmer	\$75.00	\$75.00	\$77.25	\$81.11	\$85.17
Systems Programmer	\$75.00	\$75.00	\$77.25	\$81.11	\$85.17
Functional (Subject Matter) Expert	\$85.00	\$85.00	\$87.55	\$91.93	\$96.52
Quality Assurance Specialist	\$75.00	\$75.00	\$77.25	\$81.11	\$85.17
Database Analyst	\$75.00	\$75.00	\$77.25	\$81.11	\$85.17
System Administrator/Operator	\$45.00	\$45.00	\$46.35	\$48.67	\$51.10
Systems Engineer	\$65.00	\$65.00	\$66.95	\$70.30	\$73.81
Information Systems Engineer	\$100.00	\$100.00	\$103.00	\$108.15	\$113.56
Software Engineer	\$75.00	\$75.00	\$77.25	\$81.11	\$85.17
Software Systems Specialist	\$85.00	\$85.00	\$87.55	\$91.93	\$96.52
ADP Hardware Specialist	\$65.00	\$65.00	\$66.95	\$70.30	\$73.81
Communications Hardware Specialist	\$100.00	\$100.00	\$103.00	\$108.15	\$113.56
Communications Software Specialist	\$95.00	\$95.00	\$97.85	\$102.74	\$107.88
Communications Network Specialist	\$100.00	\$100.00	\$103.00	\$108.15	\$113.56
Field Technician	\$55.00	\$55.00	\$56.65	\$59.48	\$62.46
Operations Manager	\$65.00	\$65.00	\$66.95	\$70.30	\$73.81
Technical Writer	\$45.00	\$45.00	\$46.35	\$48.67	\$51.10
Computer/Telecom. Security Sys. Spec.	\$115.00	\$115.00	\$118.45	\$124.37	\$130.59
IRM Analyst	\$75.00	\$75.00	\$77.25	\$81.11	\$85.17
Training Specialist	\$95.00	\$95.00	\$97.85	\$102.74	\$107.88
Procurement Product Specialist	\$75.00	\$75.00	\$77.25	\$81.11	\$85.17
Imaging Specialist	\$85.00	\$85.00	\$87.55	\$91.93	\$96.52
Technical Typist	\$37.00	\$37.00	\$38.11	\$40.02	\$42.02
Systems Integration Engineer I	\$65.00	\$65.00	\$66.95	\$70.30	\$73.81
Systems Integration Engineer II	\$75.00	\$75.00	\$77.25	\$81.11	\$85.17
Desktop Systems Help Desk Technician	\$48.00	\$48.00	\$49.44	\$51.91	\$54.51
Configuration/Installation Desktop Tech.	\$56.00	\$56.00	\$57.68	\$60.56	\$63.59
Network Operations Planner	\$75.00	\$75.00	\$77.25	\$81.11	\$85.17
IT Quality Control Manager	\$75.00	\$75.00	\$77.25	\$81.11	\$85.17
Telecommunication Engineer III	\$115.00	\$115.00	\$118.45	\$124.37	\$130.59
Telecommunication Engineer II	\$100.00	\$100.00	\$103.00	\$108.15	\$113.56
Telecommunication Engineer I	\$75.00	\$75.00	\$77.25	\$81.11	\$85.17
Electrical Engineer II	\$85.00	\$85.00	\$87.55	\$91.93	\$96.52
Electrical Engineer I	\$75.00	\$75.00	\$77.25	\$81.11	\$85.17
Database Consultant I	\$75.00	\$75.00	\$77.25	\$81.11	\$85.17
Database Consultant II	\$79.00	\$79.00	\$81.37	\$85.44	\$89.71
Database Consultant III	\$85.00	\$85.00	\$87.55	\$91.93	\$96.52
IT Desktop Engineer	\$100.00	\$100.00	\$103.00	\$108.15	\$113.56
IT Desktop Manager	\$85.00	\$85.00	\$87.55	\$91.93	\$96.52
Developer Desktop Support Engineer	\$100.00	\$100.00	\$103.00	\$108.15	\$113.56



**DC Information Systems  
DC Government Supply Schedule**

BPR Analyst I	\$65.00	\$65.00	\$66.95	\$70.30	\$73.81
BPR Analyst II	\$75.00	\$75.00	\$77.25	\$81.11	\$85.17
BPR Analyst - Senior	\$95.00	\$95.00	\$97.85	\$102.74	\$107.88
Information Technology Policy Analyst	\$100.00	\$100.00	\$103.00	\$108.15	\$113.56



### **ADP HARDWARE SPECIALIST**

#### **General Summary**

Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware.

#### **Principal Duties and Responsibilities**

Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

#### **Job Specifications**

Bachelor's Degree or equivalent. Six (6) years of general experience is considered equivalent to Bachelor's Degree.

### **APPLICATION PROGRAMMER**

#### **General Summary**

Responsible for all technical aspects of application implementation.

#### **Principal Duties and Responsibilities**

Provides technical and system design direction to application development team. Directs the interface of highly complex application code, relational databases, and computer hardware systems. Develops interfaces for data capture and table population, application code development, screen views and other required technical design and development requirements. Prepares or directs the preparation of 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.

#### **Job specifications**

Minimum of three years experience, of which at least one year must be specialized. Specialized experience includes experience as an applications programmer on large-scale database management systems, knowledge of computer equipment, and the ability to develop complex software to satisfy design objectives.

Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related discipline.

### **BPR ANALYST I**

#### **General Summary**

Applies process improvement and engineering methodologies and principles to conduct complex process modernization projects.

#### **Principal Duties and Responsibilities**

Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of complex project activities and objectives. Provides group facilitation, interviewing and training, and provides additional forms of knowledge transfer. Coordinates between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Includes activity ad data modeling, de3veloping modern business methods, identifying best practices, and creating and assessing performance measurements.



### **Job Specifications**

This position requires a minimum of eight years experience, of which at least six must be specialized as in the description above. Bachelor's degree in computer science, information systems, engineering, business, education management sciences, human resources or other related discipline.

### **BPR ANALYST II**

#### **General Summary**

Applies process improvement and engineering methodologies and principles to conduct complex process modernization projects.

#### **Principal Duties and Responsibilities**

Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing and training, and provides additional forms of knowledge transfer. May be under the supervision and direction of a Senior BPR Analyst.

### **Job Specifications**

This position requires a minimum of ten years experience, of which at least eight must be specialized as in the description above. Bachelor's degree in computer science, information systems, engineering, business, education management sciences, human resources or other related discipline.

### **BPR ANALYST-SENIOR**

#### **General Summary**

Directs/applies process improvement and engineering methodologies and principles to conduct complex process modernization projects.

#### **Principal Duties and Responsibilities**

Responsible for directing the effective transitioning of existing project teams, and the facilitation of project teams in the accomplishment of project activities and objectives. Directs and/or designs group facilitation interviewing, and training, and provides additional forms of knowledge transfer. Directs or is key coordinator of multiple project teams to ensure enterprise-wide integration of reengineering efforts Provides daily supervision and direction BPR Analysts.

### **Job Specifications**

This position requires a minimum of ten years experience, of which at least eight must be specialized as in the description above. Master's degree in computer science, information systems, engineering, business, education management sciences, human resources or other related discipline.

### **BUSINESS MANAGER**

#### **General Summary**

Serves as the project manager for a large, complex task order (or a group of task order affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting (CO), the contract-level Contracting Officer's Representative



(COR), the task order-level COR(s), Government management personnel and customer agency representatives.

#### **Principal Duties and Responsibilities**

Under the guidance of the Program Manager, 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.

#### **Job Specifications**

This position requires a minimum of ten years experience, of which at least eight must be specialized as in the description above. Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Accounting or other related discipline.

### **COMPUTER PROGRAMMER II**

#### **General Summary**

Develops and/or maintains less complex operating systems, communications software, database packages, compilers, assemblers, and utility programs.

#### **Principal Duties and Responsibilities**

Modifies existing and creates special purpose software and ensures systems efficiency and integrity. Analyzes systems requirements and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Assists in testing, debugging, and refining computer software to produce the required product. Assists in preparing required documentation, including project plans, software program and user documentation. Assists in enhancing software to reduce operating time or improve efficiency. Provides technical direction to less experienced programmers.

#### **Job Specifications**

A Bachelor's degree in a field applicable to this position, i.e., Computer Science, Information Systems, Engineering. Alternate qualifications include (a) an Associate degree and at least 3 years experience.

### **COMPUTER PROGRAMMER III**

#### **General Summary**

Develops and/or maintains complex operating systems, communications software, database packages, compilers, assemblers, and utility programs.

#### **Principal Duties and Responsibilities**

Modifies existing and creates fairly complex special purpose software and ensures systems efficiency and integrity. Analyzes systems requirements and design specifications. 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 project plans, software program and user documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to less experienced programmers.



### **Job Specifications**

A Bachelor's degree in a field applicable to this position, i.e., Computer Science, Information Systems, Engineering. Alternate qualifications include (a) a Master's degree may be substituted for one year of related experience, or (b) a Bachelor's degree with at least eight years experience.

## **COMMUNICATIONS HARDWARE SPECIALIST**

### **General Summary**

Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput).

### **Principal Duties and Responsibilities**

Recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations; plans installations, transition, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers.

### **Job Specifications**

This position require a minimum of six years experience, of which at least four years must be specialized in communications hardware; or network specialty. General experience includes all aspects of communication networks. Must demonstrate the ability to work independently or under only general direction. Communications hardware specialization includes: installing, testing, and operating network and computer (host) communications equipment and analyzing the results; operating computer networks; identification and solution of problems, restart/recovery, additions, deletions and modifications of terminals, hosts, etc. optimization of network cost and performance; and implementing accounting and charge back systems.

Bachelor's degree. Five years general experience, of which at least three years must be specialized. With a Master's degree, five years general experience, of which at least three years must be specialized experience, is required. With ten years general experience of which at least eight years is specialized, a degree is not required.

## **COMMUNICATIONS NETWORK SPECIALIST**

### **General Summary**

Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput).

### **Principal Duties and Responsibilities**

Recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations; plans installations, transition, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers.

### **Job Specifications**

This position requires a minimum of six years experience, of which at least four years must be specialized in a network specialty. General experience includes all aspects of communication networks. Must demonstrate the ability to work independently or under only general direction. Network specialty specialized experience includes: designing, testing, installing, implementing and maintaining computer networks; using and implementing network standards, particularly those of the International Organization for Standardization (ISO); Operating computer networks; identification and solution of problems, restart/recovery, additions, deletions and modifications of





terminals, hosts, etc. optimization of network cost and performance; and implementing accounting and charge back systems.

Bachelor's degree. Five years general experience, of which at least three years must be specialized. With a Master's degree, five years general experience, of which at least three years must be specialized experience, is required. With ten years general experience of which at least eight years is specialized, a degree is not required.

## **COMMUNICATIONS SOFTWARE SPECIALIST**

### **General Summary**

Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput).

### **Principal Duties and Responsibilities**

Recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations; plans installations, transition, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers.

### **Job Specifications**

This position requires a minimum of six years experience, of which at least four years must be specialized in communications software. General experience includes all aspects of communication networks. Must demonstrate the ability to work independently or under only general direction. Communications software specialized experience includes developing, testing, installing, and operating network and computer (host) communications software (e.g. access method and protocol software, application interfaces, transaction processors, and emulators): and using and implementation communications standards.

Bachelor's degree. Five years general experience, of which at least three years must be specialized. With a Master's degree, five years general experience, of which at least three years must be specialized experience, is required. With ten years general experience of which at least eight years is specialized, a degree is not required.

## **COMPUTER SYSTEMS ANALYST I**

### **General Summary**

Analyzes and develops computer software.

### **Principal Duties and Responsibilities**

Analyzes and develops computer 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. Analyzed 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. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.



### **Job Specifications**

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With a Master's Degree (in the fields described above) four years of general experience, of which at least three years must be specialized experience is required; with ten years of general experience, of which at least eight years must be specialized experience, a degree is not required.

## **COMPUTER SYSTEMS ANALYST II**

### **General Summary**

Provides technical and administrative direction for personnel performing software development tasks.

### **Principal Duties and Responsibilities**

Reviews work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program manager to ensure problem solution and user satisfaction. Make recommendations, if needed, for approval of major systems installations. Prepares milestones status reports and deliveries and presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

### **Job Specifications**

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With a Master's Degree (in the fields described above) eight years of general experience, of which at least six years must be specialized experience is required; with a Ph.D., a minimum of six years of general experience is required, of which at least five years must be specialized; with thirteen years of general experience, of which at least eleven years must be specialized experience, a degree is not required.

## **COMPUTER/TELECOM SECURITY SYSTEMS SPECIALIST**

### **General Summary**

Manages and updates rule bases on firewalls and IDS sensors; Ability to add firewall rules wither manually from command line or through GUI; Basic knowledge of router and server commands.

### **Job Specifications**

Associates or Bachelors Degree; three to five years experience with firewalls rulebases, access control lists; two-three years experience with intrusion detection systems; at least one firewall operations course from vendor; security certification a plus.

## **CONFIGURATION/INSTALLATION DESKTOP TECHNICIAN**

### **General Summary**

Conducts site surveys; assesses and documents current site network configuration and user requirements.

### **Principal Duties and Responsibilities**

Designs and optimizes network topologies. Analyzes existing requirements and prepares specifications for hardware acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Prepares drawings



documenting configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. Installs network hardware. Trains site personnel in proper use of hardware.

### **Job Specifications**

This position requires a minimum of five years experience, of which at least three must be specialized as in the description above. High school diploma required; with an Associate degree, four years general experience, with a Bachelor's degree three years general experience.

## **DATABASE ANALYST**

### **General Summary**

Analyzes enterprise and functional requirements for dataflow, configuration, entity relationships, data elements and relationships, storage and access requirements, and security requirements.

### **Principal Duties and Responsibilities**

Designs logical and physical database structure user screens, and related administrative utilities. Implements and tests database in specified DBMS and operating environment. Prepares database operating, maintenance, and user documentation Provides training to database administrators and users.

### **Job Specifications**

This position requires a minimum of six years experience, of which at least four must be specialized as in the description above. Bachelor's degree in computer science, information systems, engineering, business, education management sciences, human resources or other related discipline.

## **DATABASE CONSULTANT I**

### **General Summary**

Works from prescribed requirements for dataflow, configuration, entity relationships, data elements and relationships, storage and access requirements, and security requirements.

### **Principal Duties and Responsibilities**

Designs logical and physical database structure user screens, and related administrative utilities. Implements and tests database in specified DBMS and operating environment. Prepares database operating, maintenance, and user documentation Provides training to database administrators and users.

### **Job Specifications**

This position requires a minimum of three years experience, of which at least one must be specialized as in the description above. Bachelor's degree in computer science, information systems, engineering, business, education management sciences, human resources or other related discipline.

## **DATABASE CONSULTANT II**

### **General Summary**

Works from prescribed requirements for dataflow, configuration, entity relationships, data elements and relationships, storage and access requirements, and security requirements.



### **Principal Duties and Responsibilities**

Designs logical and physical database structure user screens, and related administrative utilities. Implements and tests database in specified DBMS and operating environment. Prepares database operating, maintenance, and user documentation. Provides training to database administrators and users.

### **Job Specifications**

This position requires a minimum of six years experience, of which at least four must be specialized as in the description above. Bachelor's degree in computer science, information systems, engineering, business, education management sciences, human resources or other related discipline.

## **DATABASE CONSULTANT III**

### **General Summary**

Analyzes enterprise and functional requirements for dataflow, configuration, entity relationships, data elements and relationships, storage and access requirements, and security requirements.

### **Principal Duties and Responsibilities**

Designs logical and physical database structure user screens, and related administrative utilities. Implements and tests database in specified DBMS and operating environment. Prepares database operating, maintenance, and user documentation. Provides training to database administrators and users.

### **Job Specifications**

This position requires a minimum of eight years experience, of which at least six must be specialized as in the description above. Bachelor's degree in computer science, information systems, engineering, business, education management sciences, human resources or other related discipline.

## **DESKTOP SYSTEMS HELP DESK TECHNICIAN**

### **General Summary**

Responds to and diagnoses problems through discussions with users under immediate direction of Help Desk Manager.

### **Principal Duties and Responsibilities**

Responsible for problem recognition, research, isolation, and resolution steps. Able to resolve less complex problems immediately. Uses problem management database and help desk systems.

### **Job Specifications**

Maintains currency and high level of technical skill in field of expertise.

## **DEVELOPER DESKTOP SUPPORT ENGINEER**

### **General Summary**

This position is intended to be part of a team providing desktop support.



### **Principal Duties and Responsibilities**

Provide logistical planning, scheduling, and presentation of complex technical information to government agencies. Coordinate the equipment installation, test schedules and onsite technical support as needed. Identify product interoperability and performance problems to engineering teams and work closely with Desktop Management and engineering staff and bring resolution to such issues.

### **Job Specifications**

This position requires a minimum of five years experience in software quality assurance of telecommunication and/or internetworking products. Must possess bachelor's degree in computer science, computer engineering or systems engineering related areas. Knowledge of industry-standard systems applicable to specific assignments.

## **FIELD TECHNICIAN II**

### **General Summary**

Tests, troubleshoots, installs, calibrates, repairs, modifies electronic equipment and systems. **Job**

### **Job Specifications**

Specialized electronics training (vocational, military cert. or AA degree) and five to seven years of related experience.

## **IMAGING SPECIALIST**

### **General Summary**

Provides highly technical and specialized solutions to complex imaging problems. Performs analyses, studies and reports related to imaging.

### **Job Specifications**

This position requires a minimum of eight years experience specialized as in the description above. Must possess an advanced degree in information systems, business, computer science, or related field.

## **INFORMATION SYSTEMS ENGINEER**

### **General Summary**

Applies business process improvement practices to re-engineer complex methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, and modern business methods and performance measurement techniques.

### **Principal Duties and Responsibilities**

Assist in establishing standards for information systems procedures. Develops and applies complex organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to staff.



### **Job Specifications**

This position requires a minimum of eight years experience, of which at least six must be specialized as in the description above. Demonstrated experience in the implementation of information engineering projects, systems analysis, design and programming using CASE and IE tools and methods; systems planning; business information planning; and business analysis. Bachelor's degree in computer science, information systems, engineering, business, education management sciences, human resources or other related discipline.

## **INFORMATION TECHNOLOGY POLICY ANALYST**

### **General Summary**

Develops policy, procedures, and standards for information technology that support business requirements.

### **Principal Duties and Responsibilities**

Evaluates current business strategies and practices to create information technology standards and procedures that enhance competitiveness for the organization. Assesses new and emerging information technologies, changing organizational requirements, and cost impacts related to these technologies. Recommends and implements standardization of organizational practices related to information technology

### **Job Specifications**

Requires experience in strategic planning, management analysis, policy development, operations research, economics, cost/benefit analysis, modeling, survey techniques.

This position requires a minimum of eight years experience specialized as in the description above. Must possess an advanced degree in information systems, business, computer science, or related field.

## **IRM ANALYST**

### **General Summary**

Develops policy, procedures, and standards for information technology that support business requirements.

### **Principal Duties and Responsibilities**

Responsible for efficient use of business information technology and resources, and improvement of process performance. Recommends and designs cost effective strategies for use of system technology to meet customer information management goals and objectives.

Evaluates current business strategies and practices to create information technology standards and procedures that enhance competitiveness for the organization. Assesses new and emerging information technologies, changing organizational requirements, and cost impacts related to these technologies. Recommends and implements standardization of organizational practices related to information technology

### **Job Specifications**

This position requires a minimum of eight years experience specialized as in the description above. Must possess an advanced degree in information systems, business, computer science, or related field.



## **IT DESKTOP ENGINEER**

### **General Summary**

Develops and refines new engineering techniques to enhance quality and productivity of desktop applications. Establishes performance and technical standards.

### **Principal Duties and Responsibilities**

Generates and approves project and test specifications. Performs professional engineering assignments that may include support desktop application engineering efforts in one or more of the following disciplines: communications engineering, electronic engineering, communications security, network analysis, systems standards, military operations, program analysis, program planning, and cost analysis.

### **Job Specifications**

This position requires a minimum of eight years experience in computer science, computer engineering or systems engineering related areas. Must possess an advanced degree in computer science, computer engineering or systems engineering related areas.

## **IT DESKTOP MANAGER**

### **General Summary**

Develops and refines policy, procedures, and standards of desktop applications. Establishes performance and technical standards to support business requirements.

### **Principal Duties and Responsibilities**

Evaluate current and emerging desktop applications, changing organizational requirements and cost impacts related to these technologies.

### **Job Specifications**

This position requires a minimum of eight years experience in computer science, computer engineering or systems engineering related areas. Must possess bachelor's degree in computer science, computer engineering or systems engineering related areas.

## **IT QUALITY CONTROL MANAGER**

### **General Summary**

Establishes and maintains a process for evaluating software and associated documentation.

### **Principal Duties and Responsibilities**

Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.

### **Job Specifications**

This position requires a minimum of eight years experience, of which at least five must be specialized as in the description above. Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Accounting or other related discipline.





## **LAN TECHNICIAN**

### **General Summary**

Performs entry to mid-level professional technical engineering tasks on local area networks under the supervision of senior local-area-networking engineers.

### **Job Specifications**

Two years experience in electrical engineering, mathematics, computer science, and/or the physical sciences. Must have an Associate's degree (2 years) with a major or academic emphasis in electrical engineering, mathematics, computer science, or physical science with a minimum of two (2) years experience in their professional field: Alternate qualification: High school diploma or GED with three (3) years of specific experience.

## **OPERATIONS MANAGER**

### **General Summary**

Manages computer operations. Ensures production schedules are met. Ensures computer system resources are used effectively.

### **Principal Duties and Responsibilities**

Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output. Supervises staff operations.

### **Job Specifications**

Bachelor's Degree or equivalent and 5 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's degree, 3 years of general experience is required.

## **PROGRAM MANAGER**

### **General Summary**

Serves as the contractor's single contract manager, and shall be the contractor's authorized interface manager with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), Government Contracting Officer's Representative (COR), Government management personnel and customer agency representatives.

### **Principal Duties and Responsibilities**

Responsible for formulating and enforcing work standards, assigning contract schedules, reviewing work discrepancies, supervising contractor personnel and communications policies, purposes, and goals of the organization to subordinates. Shall be responsible for overall contract performance.

### **Job Specifications**

This position requires a minimum of twelve years experience, of which ten years must be specialized. Specialized experience includes project development from inception to deployment, expertise in management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of





various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related discipline; with a Master's degree (In the fields above) ten years general experience, of which at least eight years is specialized, is required; with a Ph.D (in the fields above) eight years general experience, of which at least six years must be specialized experience.

### **PROJECT SCHEDULER**

#### **General Summary**

Directs all financial management and administrative activities, such as budgeting, manpower and resources planning, and financial reporting.

#### **Principal Duties and Responsibilities**

Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that 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.

#### **Job Specifications**

This position requires a minimum of six years experience, of which at least three must be specialized as in the description above. Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Accounting or other related discipline.

### **QUALITY ASSURANCE SPECIALIST**

#### **General Summary**

Establishes and maintains a process for evaluating software and associated documentation.

#### **Principal Duties and Responsibilities**

Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle.

#### **Job Specifications**

This position requires a minimum of eight years experience, of which at least five must be specialized as in the description above. Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Accounting or other related discipline.

### **SOFTWARE ENGINEER**

#### **General Summary**

Performs the validation and certification of reusable software components and other software development artifacts.

#### **Principal Duties and Responsibilities**

Manages the implementation of and designs complex software tools and subsystems software reuse and domain analysis. Manages complex software development and support using formal specifications, data flow diagrams or other commonly accepted design techniques, and computer



aided software engineering (CASE) tools. Estimates and monitors software development cost and schedule, oversees software configuration management, interprets software requirements and design specifications, performing independent verifications and validation, and manages complex integration and software test activities. Work may require expertise in the following areas:

1. 3GL and 4GL programming languages (e.g., Ada, C+, C++, etc.)
2. 4GL, object-oriented, client-server development tools (Visual Basic, etc.)
3. Database technology (e.g., SQL, ODBMS, RDBMS (e.g., INFORMIX, MS ACCESS, ODBC)
4. Network Operating System environments (Windows NT, UNIX, etc.)
5. Electronic publishing tools, techniques, and environments (Folio Views, MS WOSA, etc.)
6. Internet Web Technology, such as design and implementation of Web pages and servers.

### **Job Specifications**

Must possess an advanced degree in Computer Science or a software-related discipline. Alternate qualifications include (a) a Ph.D. may be substituted for two years experience, or (b) a Bachelor's degree, in a related field, and at least 10 years experience.

## **SOFTWARE SYSTEMS SPECIALIST**

### **General Summary**

Manages and/or performs the validation and certification of reusable software components and other software development.

### **Principal Duties and Responsibilities**

Manages and designs and implementation of highly complex software tools and subsystems software reuse and domain analysis. Manages high complex software development and support using formal specifications, data flow diagrams or other commonly accepted design techniques, and computer aided software engineering (CASE) tools. Estimates software development cost and schedule, overseeing software configuration management, interpreting software requirements and design specifications, managing or performing independent verifications and validation, managing highly complex integration and software test activities. Work may require high level of expertise in the following areas:

1. 3GL and 4GL programming languages (e.g., Ada, C+, C++, etc.)
2. 4GL, object-oriented, client-server development tools (Visual Basic, etc.)
3. Database technology (e.g., SQL, ODBMS, RDMS (e.g., INFORMIX, MS ACCESS, ODBC)
4. Network Operating System environments (Windows NT, UNIX, etc.)
5. Electronic publishing tools, techniques, and environments (Folio Views, MS WOSA, etc.)
6. Internet Web Technology, such as design and implementation of Web pages and servers.

### **Job Specifications**

Must possess an advanced degree in Computer Science or a software-related discipline. Alternate qualifications include (a) a Ph.D. may be substituted for two years experience, or (b) a Bachelor's degree, in a related field, and at least 12 years experience. Non-degree qualification



requires over 20 years of experience with course/military/industry training and demonstrated knowledge in two or more of the software areas addressed above.

### **SYSTEM ADMINISTRATOR/OPERATOR**

#### **General Summary**

Monitors and supports computer processing.

Coordinates input, output, and file media specialized experience, in administrating UNIX or open systems-compliant systems. General experience includes operations experience on a large-scale computer system or a multi-server local area network.

#### **Principal Duties and Responsibilities**

Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

#### **Job Specifications**

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. With a Master's Degree (in the fields described in C above): three years general experience, of which at least two years must be specialized experience, is required. With eight years general experience, of which six years is specialized, a degree is not required.

### **SYSTEMS ENGINEER**

#### **General Summary**

Develops and refines new engineering techniques to enhance quality and productivity. Establishes performance and technical standards.

#### **Principal Duties and Responsibilities**

Generates and approves project and test specifications. Performs professional engineering assignments that may include support of C4I systems engineering efforts in one or more of the following disciplines: communications engineering, electronic engineering, communications security, network analysis, ECM/ECCM, interoperability analysis, systems standards, military operations, program analysis, program planning, and cost analysis.

#### **Job Specifications**

This position requires a minimum of eight years experience in electrical or electronic engineering, computer science, computer engineering or systems engineering related areas. Must possess an advanced degree in electrical or electronic engineering, computer science, computer engineering or systems engineering related areas.

### **SYSTEMS INTEGRATION ENGINEER I**

#### **General Summary**

Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration and acquisition of open systems for complex information processing (IP) applications.



### **Principal Duties and Responsibilities**

Performs professional engineering assignments in support of complex C4I systems engineering efforts in one or more of the following disciplines: communications engineering, communications security, network analysis, ECM/ECCM, command and control mission, analysis, interoperability analysis, system standards, military operations, program analysis, program planning, cost analysis. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable IP designs. Designs and maintains complex message format and symbology databases which provide real time updates to fielded systems.

### **Job Specifications**

This position requires a minimum of five years experience, of which at least three must be specialized as in the description above. Bachelor's degree in a scientific field or information systems/system engineering related area.

## **SYSTEMS INTEGRATION ENGINEER II**

### **General Summary**

Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration and acquisition of open systems for complex information processing (IP) applications.

### **Principal Duties and Responsibilities**

Performs professional engineering assignments in support of complex C4I systems engineering efforts in one or more of the following disciplines: communications engineering, communications security, network analysis, ECM/ECCM, command and control mission, analysis, interoperability analysis, system standards, military operations, program analysis, program planning, cost analysis. Performs analysis and validation of reusable software/hardware components to ensure the integration of these components into interoperable IP designs. Designs and maintains complex message format and symbology databases which provide real time updates to fielded systems.

### **Job Specifications**

This position requires a minimum of eight years experience, of which at six one must be specialized as in the description above. Must possess an advanced degree in a scientific field or information systems/system engineering related area. Bachelor's degree in a related field and at least ten years experience in the information systems/software-engineering field may be substituted.

## **SYSTEMS PROGRAMMER**

### **General Summary**

Develops and/or maintains highly complex operating systems, communications software, database packages, compilers, assemblers, and utility programs.

### **Principal Duties and Responsibilities**

Modifies or creates highly complex special purpose software and ensures system efficiency and integrity. Analyzes highly complex systems requirements and design specifications. 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 project plans, software program and user documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to less experienced programmers. Experience in highly complex ADP systems analysis and programming and utilizing major concepts of application programming on complex large-scale database management systems.

### **Job Specifications**

At least eight years experience in systems analysis and programming. Requires project planning, technical writing, and verbal/presentation skills. Knowledge of state-of-the-art computer equipment and high-level computer languages. Experience in applications development under MIL-STD-498 and a software engineering environment (SEE) that integrates at least two of Ada, CASE tools, relational/object-oriented DBMS, repository/ data dictionary, optical-imaging/large-scale mass storage technology, and client/server networks is desired.

An advanced degree in Computer Science or related study. Alternate qualifications include (a) a Ph.D. may be substituted for two years experience, or (b) a Bachelor's degree, in a related field, and at least 10 years experience.

## **SUBCONTRACTING RESOURCE MANAGER**

### **General Summary**

Negotiates and administers contracts and subcontracts and required changes, providing technical assistance and information to management on basis contracting procedures.

### **Principal Duties and Responsibilities**

Acts as senior administrator on major proposal activities. Provide initial work authorization and direct actions on contracts correspondence, change notices and modifications. Maintain control and change proposals and ensure appropriate actions are taken to restore required contract performance levels.

### **Job Specifications**

College degree and five to seven years of related experience.

## **TASK ORDER PROJECT MANAGER**

### **General Summary**

Serves as the contractor's Task Manager, and shall be the contractor's authorized point of contact with the Government Task Manager.

### **Principle Duties and Responsibilities**

Under the guidance of the Program Manager, responsible for the overall management of a specific Delivery Order, or, in the case of particularly complex Delivery Orders, responsible for management of a Delivery Order Task under the guidance of the Delivery Order Task Manager. Interfaces with Government management personnel, contract managers, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work quality, communicating policies, purposes, and goals of the organization to subordinates.

### **Job Specifications**

Ten years of progressively more responsible experience is required in information systems design and management. The Task Manager shall also have demonstrated capability in the overall management of complex tasks, and strong team building skills.



Must possess a Bachelor's degree in a field applicable to this position, i.e., Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. Alternative qualifications include (a) a Master's degree may be substituted for two years of this experience, or (b) no degree is required with fifteen years of progressively responsible experience.

## **TECHNICAL TYPIST**

### **General Summary**

Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

### **Principal Duties and Responsibilities**

Gathers, analyzes, and composes technical information. Conducts research and ensure the use of proper technical terminology.

### **Job Specifications**

This position requires a minimum of three years experience, of which at least two years must be specialized. Specialized experience includes preparing technical documentation, which is to include researching the applicable Government and industry documentation standards. General Experience includes technical writing and documentation experience pertaining to all aspects of ADP.

Demonstrated ability to work independently or under general direction.

An associate's degree is required. With a Bachelor's degree, two years of general experience, of which at least one year must be specialized, is required. With six years of general experience of which at least four years is specialized, a degree is not required.

## **TECHNICIAN**

### **General Summary**

Performs entry to mid-level professional technical tasks under the supervision of senior engineers.

### **Job Specifications**

Two years experience in electrical engineering, mathematics, computer science, and/or the physical sciences. Must have an Associate's degree (2 years) with a major or academic emphasis in electrical engineering, mathematics, computer science, or physical science with a minimum of two (2) years experience in their professional field: Alternate qualification: High school diploma or GED with three(3) years of specific experience.

## **TECHNICAL WRITER**

### **General Summary**

Collects, organizes, and develops information required for preparation of user's manuals, training materials, installations guides, proposals, and reports.

### **Principal Duties and Responsibilities**

Develops and edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.



### **Job Specifications**

A Bachelor's degree in English, Literature, or other related discipline is required. With a Master's degree in the field above, two years general experience is required, of which at least one year must be specialized experience, is required. With seven years of general experience, of which at least five years specialized, a degree is not required.

## **TELECOMMUNICATIONS ELECTRONICS ENGINEER I**

### **General Summary**

Performs professional engineering assignments in support of telecommunications engineering efforts.

### **Principal Duties and Responsibilities**

Supports engineering efforts in one or more of the following disciplines: satellite communications; transmission systems; fiber optic communications; switched networks; network management; or control systems.

### **Job Specifications**

Must possess a Bachelor's degree in electrical, electronics, or systems engineering. Alternate qualifications include and Associate degree in electrical, electronics or systems engineering with at least eight years experience of which at least four years are related.

## **TELECOMMUNICATIONS ELECTRONICS ENGINEER II**

### **General Summary**

Performs professional engineering assignments in support of telecommunications engineering efforts.

### **Principal Duties and Responsibilities**

Supports engineering efforts in one or more of the following disciplines: satellite communications; transmission systems; fiber optic communications; switched networks; network management; or control systems. Work independently or under general supervision.

### **Job Specifications**

Must possess a Bachelor's degree in electrical, electronics, or systems engineering. Alternate qualifications include (a) a Master's degree may be substituted for one year of related experience, or (b) aPh.D. may be substituted for two years experience.

## **TELECOMMUNICATIONS ELECTRONICS ENGINEER III**

### **General Summary**

Provides high level technical support and advice.

### **Principal Duties and Responsibilities**

Performs and/or directs professional engineering assignments in support of telecommunications engineering efforts in one or more of the following disciplines: satellite communications; transmission systems; fiber optic communications; switched networks; network management; or control systems.





**Job Specifications**

At least eight years experience in electrical, electronics, or systems engineering with five years of this work directly related to the description above.

Must possess an advanced degree in electrical, electronics, or systems engineering. Alternate qualifications include (a) a Bachelor's degree in a related field and at least 10 years experience in the information systems/software engineering field, or (b) a Ph.D may be substituted for two years experience.

**TRAINING SPECIALIST**

**General Summary**

Conducts the research necessary to develop and revise training courses.

**Principal Duties and Responsibilities**

Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, 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 seminars.

**Job specifications**

Bachelor's Degree or equivalent and 2 years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's degree no experience is required.