



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE LIST**

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!** a menu-driving database system. The internet address for **GSA Advantage!** is <http://www.gsadvantage.gov>.

**CONSOLIDATED AWARD SCHEDULE – CAS**

**54151S – Information Technology Professional Services**  
**541611 – Administrative Management and General Management Consulting Services**  
**561411-LIT - Litigation Support Solutions**  
**541614SVC – Process, Physical Distribution, and Logistics Consulting Services**  
**561439 - Mail Management, Systems, Processing Equipment and Related Solutions**

**CONTRACT NUMBER: GS-35F-240DA**

**STRATIVIA LLC - HEADQUARTER**

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**[www.strativia.com](http://www.strativia.com)**

**<https://strativia.com/resources/docs/gsa-cas-price-list.pdf>**

**Business Size: Small/8a/SD**

**CONTRACT ADMINISTRATION/AUTHORIZED NEGOTIATOR**

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**Updated: 05/01/2024**

# Contents



CUSTOMER INFORMATION ..... 3

Strativia LLC Consolidated Award Sched (CAS) is authorized by the Federal Supply Service under Contract Number GS-35240DA. .... 3

1a. Table of Awarded Special Item Numbers (SINs): ..... 3

    OLM..... 3

    Order-Level Materials..... 3

    54151S ..... 3

    Information Technology Professional Services ..... 3

    541611..... 3

    Administrative Management and General Management Consulting Services..... 3

    541614SVC..... 3

    Process, Physical Distribution, and Logistics Consulting Services ..... 3

    561439..... 3

    Other order level materials..... 3

    SIN..... 3

    Description..... 3

    54151S ..... 3

    Logistician..... 3

    541611..... 3

    Administrative Specialist I..... 3

3. MINIMUM ORDER ..... 3

4. GEOGRAPHIC SCOPE OF CONTRACT ..... 3

5. POINT OF PRODUCTION: ..... 3

    Service Destination ..... 3

7. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279: ..... 4

8. F.O.B. POINT and DELIVERY SCHEDULE..... 4

9. DISCOUNTS: Prices shown are NET Prices, Basic Discounts have been deducted. See Price List ..... 4

10. NOTIFICATIONS that the Government purchase cards are accepted at or below the micro-purchase threshold:  
    Yes ..... 4

11. Time of Delivery: Negotiable by Individual Ordering Agency ..... 4

12. Ordering Authorized Contact:..... 4

SECTION 3: Attachment A Pricing and SINs:..... 5

SECTION 4: Attachment B Labor Category Definitions ..... 7

## CUSTOMER INFORMATION

Strativia LLC Consolidated Award Sched (CAS) is authorized by the Federal Supply Service under Contract Number GS-35240DA.

### 1a. Table of Awarded Special Item Numbers (SINs):

OLM	Order-Level Materials
54151S	Information Technology Professional Services
541611	Administrative Management and General Management Consulting Services
541614SVC	Process, Physical Distribution, and Logistics Consulting Services
561439	Other order level materials

### 1b. Lowest Priced Model Number with SINs

SIN	Description
54151S	Logistician
541611	Administrative Specialist I

1c. CAS Labor Rates and Labor Category Definitions are provided on page 8 to 26 of this schedule.

## 2. MAXIMUM ORDER

(All dollar amounts are exclusive of any discount for prompt payment.)

The below Specialist Item Numbers (SINs) maximum dollar value per Order is \$1,000,000:

54151S - Information Technology (IT) Professional Services

541611 – Administrative Management and General Management Consulting Services

541614SVC – Process, Physical Distribution, and Logistics Consulting Services

561439 – Other order level materials

## 3. MINIMUM ORDER

(All dollar amounts are exclusive of any discount for prompt payment.)

The minimum dollar value per Order is \$10,000

## 4. GEOGRAPHIC SCOPE OF CONTRACT

Worldwide.

## 5. POINT OF PRODUCTION:

Service Destination

6. DISCOUNTS FROM List Prices of Statement of Net Price: Government Net Prices (Discounts already deducted.)

7. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification under Federal Schedule

Block 16: Contractor Establishment Unique Entity Identifier Number: L7ECBDRNSNM7

Block 30: Type of Contractor – Small Business

Block 31: Woman-Owned Small Business – No

Block 36: Taxpayer Identification Number: 20-5141184

4a. CAGE Code: 5VR08

4b. Strativia LLC is currently registered in the System for Award Management (SAM) (<https://www.sam.gov>)

8. F.O.B. POINT and DELIVERY SCHEDULE

Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), and negotiated with the Ordering Agency.

9. DISCOUNTS: Prices shown are NET Prices, Basic Discounts have been deducted. See Price List

(a) Prompt Payment: 1 % - 10 days from receipt of invoice or date of acceptance, whichever is later.

(b) Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

10. NOTIFICATIONS that the Government purchase cards are accepted at or below the micro-purchase threshold: Yes

a. Notification whether Government purchase cards are accepted or not accepted above the micro purchase threshold: Will accept

11. **Time of Delivery:** Negotiable by Individual Ordering Agency

11b. Expedited Delivery: Negotiable by Individual Ordering Agency

11c. Overnight and 2-day delivery: Negotiated by Individual Ordering Agency

11d. Urgent Requirements: Agencies are advised to contact the contractor for urgent delivery requirements.

12. Ordering Authorized Contact:

**Greg West, Vice President – Business Development & Capture, [contracts@strativia.com](mailto:contracts@strativia.com)**

13. Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: Web site <http://www.strativia.com>

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/)

### SECTION 3: Attachment A Pricing and SINs:

For years 2026-2029 rates will be updated after GSA's approval.

LABOR CATEGORIES	3/16/2024 – 3/15/2025 IFF Rate	3/16/2025 – 3/15/2026 IFF Rate	*3/16/2026 – 3/15/2027 IFF Rate	*3/16/2027- 3/15/2028 IFF Rate	*3/16/2028- 3/15/2029 IFF Rate
1. Sr Graphic Designer	115.73	119.2			
2. Sr IT Auditor	159.14	163.91			
3. Sr Bus Process Analyst	106.08	109.27			
4. Sr Information Engineer	130.21	134.11			
5. Sr Computer Specialist	115.73	119.2			
6. Sr Database Manager	120.56	124.17			
7. Sr Technical Writer	108.01	111.25			
8. Sr Ethical Hacker	144.67	149.01			
9. Sr Information Security Officer	147.56	151.99			
10. Sr Network Engineer	120.56	124.17			
11. Sr Geographic Info Systems Analyst	120.56	124.17			
12. Sr Internet/Web Architect	120.56	124.17			
13. Sr Internet Site Developer	120.56	124.17			
14. Sr IT Professional	120.56	124.17			
15. Sr Help Desk Professional	106.08	109.27			
16. Sr IT Training Specialist	110.91	114.24			
17. Sr Program Manager	160.48	165.29			
18. Sr Project Manager	147.56	151.99			
19. Sr Quality Assurance Specialist	106.08	109.27			
20. Sr Data Security Specialist	136.62	140.72			
21. Sr Computer Systems Analyst	124.6	128.34			
22. Sr Programmer	120.56	124.17			
23. Sr Applications Architect	124.92	128.67			
24. Security Engineer III	195.52	201.39			
25. Security Engineer II	182.28	187.75			

26. Security Engineer I	166.52	161.51			
27. Project Support Specialist III	89.48	92.16			
28. Project Support Specialist II	69.66	71.75			
29. Project Support Specialist I	61.89	63.74			
<b>Pricing: SINs 541611, 54161SVC - Management &amp; Financial Consulting, Acquisition &amp; Grants Management, Business Program and Project Management Services</b>					
30. Administrative Specialist II	64.07	65.42	66.79	68.19	69.62
31. Administrative Specialist I	58.54	59.77	61.03	62.31	63.62
32. Analyst III	97.2	100.59	101.33	103.46	105.63
33. Consultant III	184.76	188.63	192.59	196.63	200.77
34. Consultant II	149.8	152.95	156.16	159.44	162.78
35. Consultant I	133.18	135.98	138.85	141.74	144.72
36. Logistician III	52.42	53.52	54.65	55.8	56.97
37. Logistician II	48.1	\$48,11	50.14	51.18	52.26
38. Logistician I	40.36	41.21	42.08	42.96	43.87
<b>Pricing - 541611LIT Litigation Support 561439 - Management &amp; Financial Consulting, Acquisition &amp; Grants Management, Business Program and Project Management Services</b>					
39. Manager III	134.01	139.37	144.94	150.7	156.76
40. Manager II	120.91	125.74	130.77	136	141.44
41. Manager I	109.57	113.95	118.51	123.24	128.17
42. Analyst IV	107.46	111.76	116.23	120.88	125.71
43. Analyst II	94.46	98.24	102.17	106.26	110.51
44. Analyst I	71.79	74.66	77.64	80.75	83.98
45. Support Specialist IV	72.8	75.71	78.74	81.89	85.17
46. Support Specialist III	64.23	66.8	69.47	72.25	75.14
47. Support Specialist II	61.96	64.93	67.53	70.23	73.04
48. Support Specialist I	58.19	60.51	62.93	65.45	68.07
49. Legal Assistant II	55.67	57.89	60.21	62.62	65.13
50. Legal Assistant I	51.39	53.44	55.58	57.8	60.11

## SECTION 4: Attachment B Labor Category Definitions

Category	Description
54151S	Information Technology Professional Services
541611	Administrative Management and General Management Consulting Services
561411-LIT	Litigation Support Solutions
541614SVC	Process, Physical Distribution, and Logistics Consulting Services
561439	Mail Management, Systems, Processing Equipment and Related Solutions

1	<p><b><u>Sr Graphic Designer</u></b>  <b>Position Responsibilities:</b> Recommends various methods of portraying ideas and the design, layout, and generation of a variety of graphical presentation products from rough drafts or outlines. Must possess skills in the preparation of graphs, charts, and text data for visual presentations. Duties will be performed using complex automated color graphic equipment and PC software packages. A basic knowledge of graphic equipment, graphic software, file formats and graphic terms is required.</p> <p><b>Minimum Education:</b> High school diploma or equivalent. An additional year of specialized experience may be substituted for the required education.</p> <p><b>Years of Experience:</b> Three years' experience in creating and generating graphics using computer graphics software</p>
2.	<p><b><u>Sr IT Auditor</u></b>  <b>Position Responsibilities:</b> Identifies information processing and technology risks. Evaluates controls and makes recommendations. Identifies problems and recommends solutions. A variety the installation and security related controls for a wide variety of computing platforms, including operating systems, sub-systems, databases, and software products used to support the processing environment. Prepares and performs audit tests and evaluates results. Provides documentation of audit tests to facilitate efficient and effective reviews.</p> <p><b>Minimum Education:</b> CPA required. Bachelor's degree from an accredited college or university in Accounting, Finance, Business, Computer Science, Information Systems, or related field.</p> <p><b>Years of Experience:</b> At least ten (10) years auditing experience.</p> <p><b>Specialized Experience:</b> At least seven (7) years of experience in IT audits. Proficient in generally accepted IT standards, statements and practices and IT security and control practices.</p>
3.	<p><b><u>Sr Business Process Analyst</u></b>  <b>Position Responsibilities:</b> Develops business requirements and business processes re-engineering methodologies. Solves application and process related problems by creating detail process and system design specifications; and works with other areas across the business units to support a total solution approach. Communicates business requirements for reports and applications development. Facilitates collaboration within and across business units and across IT functions. Resolves problems and improves business units' technical environments.</p> <p><b>Minimum Education:</b> Bachelor's degree from an accredited college or university in Business, Human Resources Management, or a related field. An MBA or MPA is preferred.</p> <p><b>Years of Experience:</b> At least eight (8) years' experience in business process re-engineering.</p> <p><b>Specialized Experience:</b> At least five (5) years of experience in reengineering large scale business processes.</p>

<p>4.</p>	<p><b><u>Sr Information Engineer</u></b>  <b>Position Responsibilities:</b> Develops analytical and computational techniques and methodology for problem solutions. Performs process and data modeling in support of the planning and analysis efforts using manual and automated tools, such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Must be able to apply reverse engineering and reengineering disciplines to develop migration strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools. Must be capable of applying business process improvement practices to modernization projects. Applies, as appropriate, activity and data modeling transaction flow analysis; internal control and risk analysis; modern business methods; and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization wide information models for use in designing and building integrated, shared software and DOITS.</p> <p><b>Minimum Education:</b> A bachelor’s degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A master’s degree is preferred.</p> <p><b>Years of Experience:</b> Must have eight (8) years of experience in managing the implementation of information engineering projects and experience in systems analysis, design and programming using CASE and IE tools and methods.</p> <p><b>Specialized Experience:</b> At least five (5) years of experience in information systems development, functional and data requirement analysis, systems analysis and design, programming, program design, and documentation preparation.</p>
<p>5.</p>	<p><b><u>Sr Computer Specialist</u></b>  <b>Position Responsibilities:</b> Determine costs for converting computer systems from one language or machine to another by using compilers, simulators, emulators, and/or language translators and to recommend better utilization of operating systems capabilities for improving system efficiency. Develops, manages, maintains, and evaluates current state-of-the-art computer hardware, software, and software development tools; evaluates their ability to support specific requirements and interface with other equipment and systems; determines potential and actual bottlenecks and proposes recommendations for their elimination; and makes recommendations for system improvements that will result in optimal hardware and software use.</p> <p><b>Minimum Education:</b> A bachelor’s degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A master’s degree is preferred.</p> <p><b>Years of Experience:</b> Must have 8 years of computer experience in at least two of the following disciplines: system analysis, system programming, application programming, and equipment analysis.</p> <p><b>Specialized Experience:</b> At least 5 years of experience either as a computer hardware or systems software specialist or as a systems analyst with duties relating to the evaluation of third and fourth generation of current state-of-the-art computer hardware and software and its ability to support specific requirements for hardware and software evaluation, system management, or large-scale system development and maintenance.</p>
<p>6.</p>	<p><b><u>Sr Database Manager</u></b>  <b>Position Responsibilities:</b> Manage the development of database projects. Must be able to plan and budget staff and data resources. Supports application developers in planning preparation, load</p>



	<p>analysis, and backup and recovery of data. When necessary, reallocates resources to maximize benefits. Must be able to prepare and deliver presentations on DOITS concepts. Provides daily supervision and direction to support staff. Monitors performance and evaluates areas to improve efficiency.</p> <p><b>Minimum Education:</b> A bachelor’s degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A master’s degree is preferred.</p> <p><b>Years of Experience:</b> Must have seven (7) years of experience in the development and maintenance of database systems.</p> <p><b>Specialized Experience:</b> At least five (5) years of experience with database management systems, system design and analysis, operating systems software, and internal and data manipulation languages.</p>
7.	<p><b><u>Sr Technical Writer</u></b></p> <p><b>Position Responsibilities:</b> Collects and organizes information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user 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. For applications built to run in a Windows environment, uses the standard help compiler to prepare all on-line documentation. Assists in performing financial and administrative functions. Must demonstrate the ability to work independently or under only general direction.</p> <p><b>Minimum Education:</b> A associate degree in related field. A bachelor’s degree is preferred.</p> <p><b>Years of Experience:</b> A minimum of five (5) years of experience in this area.</p> <p><b>Specialized Experience:</b> At least two (2) years of experience in preparing and editing documents, including technical documents. Also includes research for applicable standards.</p>
8.	<p><b><u>Sr Ethical Hacker</u></b></p> <p><b>Position Responsibilities:</b> Identifies information processing and technology risks. Evaluates controls and makes recommendations. Identifies problems and recommends solutions. Reviews the installation and security related controls for a wide variety of computing platforms, including operating systems, sub-systems, databases, and software products used to support the processing environment. Prepares and performs audit tests and evaluates results. Provides documentation of audit tests to facilitate efficient and effective reviews.</p> <p><b>Minimum Education:</b> CPA required. Bachelor’s degree from an accredited college or university in Accounting, Finance, Business, Computer Science, Information Systems, or related field.</p> <p><b>Years of Experience:</b> At least ten (10) years auditing experience.</p> <p><b>Specialized Experience:</b> At least seven (7) years of experience in IT audits. Proficient in generally accepted IT standards, statements and practices and IT security and control practices.</p>
9.	<p><b><u>Sr Information Security Engineer</u></b></p> <p><b>Position Responsibilities:</b> Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Responsible for the implementation and development of the MLS. Gathers and organizes technical</p>

	<p>information about an organization’s mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses, which also include risk assessment. Provides daily supervision and direction to staff.</p> <p><b>Minimum Education:</b> A bachelor’s degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A master’s degree is preferred.</p> <p><b>Years of Experience:</b> This position requires at least eight years of experience in analysis and definition of security requirements.</p> <p><b>Specialized Experience:</b> At least five (5) years of specialized experience in defining computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems</p>
10.	<p><b><u>Sr Network Engineer</u></b></p> <p><b>Position Responsibilities:</b> Responsible for the design and implementation of large data communications or telecommunications networks. Plans and monitors the installation of communications circuits. Manage and monitor local area networks and associated equipment (e.g., bridges, routers, modem pools, and gateways) Conducts short and long-term plan to meet c communications requirements. Responsible for the design and implementation of LANs/WANs using hub switching and router technology. Performs hardware/software analyses to provide comparative data of performance characteristics and suitability within the existing systems environment. Prepares tradeoff studies and evaluations for vendor equipment. Generates network monitoring/performance report, for LAN/WAN utilization studies. Recommends network design changes/enhancements for improved system availability and performance.</p> <p><b>Minimum Education:</b> A bachelor’s degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering or other related scientific or technical discipline. If applicable, shall be certified as network engineer for the specific network operating system as defined in the government task request. The certification criteria are determined by the network operating system vendor.</p> <p><b>Years of Experience:</b> Nine years’ experience in a computer-related field.</p> <p><b>Specialized Experience:</b> Seven years of progressive experience in planning, designing, implementation, and analyzing data or telecommunications networks. Must have experience with network analysis/management tools and techniques and be familiar with Personal Computers (PCs) in a client/server environment. Must be familiar with IT technology and long distance and local carrier management.</p>
11.	<p><b><u>Sr Geographic Information Systems (GIS) Analyst</u></b></p> <p><b>Position Responsibilities:</b> Write programs and develop user interfaces, menus, and macro-level commands to meet user needs in addition to performing simple spatial analyses and producing reports according to customer specifications. Assist in the development of geographic information systems which may link parcel maps or to photos with environmental data, historic data, transportation data and health data to produce maps or quantify information about the impacts of features on parcel ownership. Conducts geographic information system (GIS) program activities, utilizing GIS hardware and software to produce maps, spatial databases, and thematic data (such as wetlands, road centerlines, cadasters, and historic sites). Creates, adjusts, corrects, converts, and distributes base maps and thematic data. Digitize and maintain spatial databases of Maryland information; document procedures, validate data for accuracy and completeness, complete approved metadata forms and produce maps of the resulting information. Evaluate information and data from</p>

	<p>outside sources to determine the quality of the data. Provide geographic location coordinates from the GIS to facilitate spatial analysis and data manipulation, calculate distances and area of features and interpret legal descriptions and certify changes in boundary lines. Act as a “consultant” to internal customers during their use, development, and quality assessment of spatial databases.</p> <p><b>Minimum Education:</b> A bachelor’s degree from an accredited college or university in Geography, GIS Technology, Cartography, Computer Science, or related field with at least 9 credit hours in courses specifically related to GIS operation/management. A master’s degree from an accredited college or university in Geography, GIS Technology, Cartography, Computer Science, or related field with at least 9 undergraduate credit hours in courses specifically related to GIS operation/management is preferred.</p> <p><b>Years of Experience:</b> A minimum of two (2) years of professional experience is required in GIS, cartography, CADD, or a related field without an appropriate college degree.</p>
12.	<p><b><u>Sr Internet/Web Architect</u></b></p> <p><b>Position Responsibilities:</b> Analyzes assigned specifications, planning, designing, and developing solutions, utilizing appropriate Internet/Intranet/Extranet architecture processes supporting a wide range of business processes. Provides appropriate documentation for object design decisions, estimating assumptions, applets, and performance metrics – as required by organization architecture process standards, or as assigned. Responsible for minimizing the issues between the client and the server applications and for the overall setup and design of the Internet and web server architecture. The impact and complexity of this job increases if an organization is utilizing Internet solutions (vs. only Intranet), especially those with significant business impact (e.g., e-business).</p> <p><b>Minimum Education:</b> Preference for a bachelor’s degree in computer science, Information Systems, or other related field or equivalent work experience.</p> <p><b>Years of Experience:</b> At least five (5) years of IT work experience.</p> <p><b>Specialized Experience:</b> Has worked independently or as a part of a team under general supervision and coached more junior technical staff. Technical expert in IT organization. Provides input into highly complex and high impacting decisions as it relates to area of expertise.</p>
13.	<p><b><u>Sr Internet/Intranet Site Developer</u></b></p> <p><b>Position Responsibilities:</b> Translate applications requirements into the design of complex web sites, including integrating web pages and applications. Must be able to apply new and emerging technologies to the site development process.</p> <p><b>Minimum Education:</b> A bachelor’s degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.</p> <p><b>Years of Experience:</b> Must have five (5) years of web development experience using current Web development and graphic tools, as well as Web Server and database administration.</p> <p><b>Specialized Experience:</b> At least three (3) years of experience designing, developing, and deploying Web sites and/or Web applications, including product selection, configuration, installation, maintenance, and site-specific Web development languages and relational databases.</p>
14.	<p><b><u>Sr IT Professional</u></b></p> <p><b>Position Responsibilities:</b> Identifies strategic issues for the Information Management Department and advises IT Senior Management of the risks and/or opportunities created by these issues. Issues will be centered on IT measurements and IT project management. IT measurements will encompass</p>

	<p>the refining or creating of measures related to value creation of IT products and services. Project Management will include presenting recommendations on ways of managing projects more effectively (including, but not limited to appropriate methodology and quality reviews) Accountabilities include coordinating input from various IT departments to develop recommendations, conducting analyses of issues and ensuring adequate communication of the endorsed positions and recommendations to stakeholders.</p> <p><b>Minimum Education:</b> Bachelor’s degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business, Mathematics or a related technical or business field. A master’s degree is preferred.</p> <p><b>Years of Experience:</b> At least eight (8) years of relevant industry experience in the discipline required.</p>
15.	<p><b><u>Sr Help Desk Specialist</u></b></p> <p><b>Position Responsibilities:</b> Provides telephone and in-person support to users in the areas of directories, standard Windows desktop applications, and applications developed under this Contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.</p> <p><b>Education:</b> A bachelor’s degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.</p> <p><b>Years of Experience:</b> This position requires at least seven (7) years of experience in a business IT environment emphasizing PC computer hardware and applications. General experience includes information systems development, work in the client/server field, or related fields.</p> <p><b>Specialized Experience:</b> At least five (5) years’ comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as work on a help desk. Demonstrated ability to effectively communicate orally and in writing and to have a positive customer service attitude.</p>
16.	<p><b><u>Sr IT Training Specialist</u></b></p> <p><b>Position Responsibilities:</b> Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.</p> <p><b>Minimum Education:</b> A bachelor’s degree from an accredited college or university majoring in Education/Training in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A master’s degree is preferred.</p> <p><b>Years of Experience:</b> Must have 4 years of experience in information systems development, training, or related fields.</p> <p><b>Specialized Experience:</b> At least 2 years of experience in developing and providing IT and end user training on computer hardware and application software.</p>
17.	<p><b><u>Sr Program Manager</u></b></p> <p><b>Position Responsibilities:</b> The senior program manager for the Contract and serves as the single point of contact for the Government regarding the Contract. Performs overall management for Contract support operations. Organizes, directs, and coordinates the planning and production of all Contract activities, projects, and support activities, including those of subcontractors. Oversees the</p>

	<p>development of or develops work breakdown structures, charts, tables, graphs, major milestone calendars and diagrams to assist in analyzing problems and making recommendations. Demonstrates excellent written and verbal communications skills. Establishes and alters corporate management structure to direct effective and efficient Contract support activities. Must be capable of negotiating and making binding decisions for Strativia.</p> <p><b>Minimum Education:</b> Bachelor’s degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business, or other related discipline. A master’s degree and/or project management certification is preferred.</p> <p><b>Years of Experience:</b> At least twelve (12) years of experience in program or project management.</p> <p><b>Specialized Experience:</b> At least eight (8) years of experience in supervision or oversight of IT related programs or projects.</p>
18.	<p><b><u>Sr. Project Manager</u></b></p> <p><b>Position Responsibilities:</b> The Project Manager is assigned the management of a specific project and the work performed under assigned Task Orders. Performs day-to-day management of the project, identifies issues, and risks and recommends possible issue and risk mitigation strategies associated with the project. Acts as a facilitator between a government agency and IT contractor. Is responsible for ensuring that work performed under TOs is within scope, consistent with requirements, and delivered on time and on budget. Identifies critical paths, tasks, dates, testing, and acceptance criteria. Provides solutions to improve efficiency (e.g., reduce costs while maintaining or improving performance levels). Monitors issues and provides resolutions for up-to-date status reports. Demonstrates excellent writing and oral communications skills.</p> <p><b>Minimum Education:</b> Bachelor’s degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business, or other related discipline. A master’s degree or project management certification is preferred.</p> <p><b>Years of Experience:</b> At least five (5) years of experience in project management.</p>
19.	<p><b><u>Sr Quality Assurance Specialist</u></b></p> <p><b>Position Responsibilities:</b> Provides quality management for information systems using the standard methodologies, techniques, and metrics for assuring product quality and key activities in quality management. Establish capable processes, monitoring and control of critical processes and product mechanisms for feedback of performance, implementation of an effective root cause analysis and corrective action system, and continuous process improvement. Provides strategic quality plans in targeted areas of the organization. Provides QA strategies to ensure continuous production of products consistent with established industry standards, government regulations and customer requirements. Develops and implements life cycle and QA methodologies and educates and implements QA metrics.</p> <p><b>Minimum Education:</b> Bachelor’s degree from an accredited college or university in Engineering, Computer Science, Information Systems, or other related discipline. A master’s degree preferred.</p> <p><b>Years of Experience:</b> At least eight (8) years information systems quality assurance experience.</p> <p><b>Specialized Experience:</b> At least five (5) years’ experience working with statistical methods and quality standards. Must have good QA/process knowledge and possess superior written and verbal communication skills.</p>
20.	<p><b><u>Sr. Data Security Specialist</u></b></p>

	<p><b>Position Responsibilities:</b> Responsible for the planning, design, implementation and monitoring of security measures, policies, methods, and procedures which safeguard the integrity of and access to enterprise systems, files, and data elements. Responsible for acting on security violations. Maintains knowledge of changing technologies and provides recommendations for adaptation of new technologies or policies. Recognizes and identifies potential areas where existing data security policies and procedures require change, or where new ones need to be developed, especially regarding future business expansion. Provides management with risk assessments and security briefings to advise them of critical issues that may affect customer, or corporate security objectives.</p> <p><b>Minimum Education:</b> Preference for a bachelor’s degree in computer science, Information Systems, or other related field or equivalent work experience.</p> <p><b>Years of Experience:</b> At least four (4) years of IT work experience in data security.</p> <p><b>Specialized Experience:</b> Has worked independently or as part of a team under general supervision and coached more junior technical staff.</p>
21.	<p><b><u>Sr Computer Systems Analyst</u></b></p> <p><b>Position Responsibilities:</b> Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards and for progress in accordance with schedules. Must be able to coordinate with the Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.</p> <p><b>Minimum Education:</b> A bachelor’s degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A master’s degree is preferred.</p> <p><b>Years of Experience:</b> Must have eight (8) years of computer experience working independently or under general direction on complex application problems involving all phases of systems analysis.</p> <p><b>Specialized Experience:</b> At least five (5) years of experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems, to include experience in Database Management Systems (DOITS), and use of programming languages. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.</p>
22.	<p><b><u>Sr Programmer</u></b></p> <p><b>Position Responsibilities:</b> Analyzes functional business applications and design specifications for functional areas such as finance, accounting, personnel, manpower, logistics, and contracts. Develops block diagrams and logic flowcharts. 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 as required to ensure program deadlines are met.</p> <p><b>Minimum Education:</b> A bachelor’s degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or</p>

	<p>technical discipline or three (3) years of equivalent experience in a related field. A master's degree is preferred.</p> <p><b>Years of Experience:</b> Must have five (5) years of computer experience in information systems design.</p> <p><b>Specialized Experience:</b> At least three (3) years of experience as an application programmer on large-scale DOITS, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives.</p>
23.	<p><b><u>Sr Applications Architect</u></b></p> <p><b>Position Responsibilities:</b> Provides expertise in the most current principles and practices of architecture data management systems and experience in large system designs, and with data modeling in the information management arena. Provides expertise in modeling and organizing information to facilitate support of projects or information architectures. Provides guidance on how and what to data and process model. Primarily deals with transition planning from legacy to modern systems by concentrating on information flows, data exchange, and data translation standardization services.</p> <p><b>Minimum Education:</b> Bachelor's degree from an accredited college or university with a major in Engineering, Computer Science, Mathematics, or a related field. Master's degree preferred.</p> <p><b>Years of Experience:</b> At least ten (10) years' experience planning, designing, building, and implementing IT systems.</p> <p><b>Specialized Experience:</b> At least five (5) years of the required 10 years of experience must be in the direct supervision and management of major projects that involve providing professional support services and/or the integration, implementation and transition of large complex system and subsystem architectures. Must have led or been chief architect in major IT implementation efforts. Must demonstrate a broad understanding of client IT environmental issues and solutions and be a recognized expert within the IT industry. Must demonstrate advanced abilities to team and mentor and possess demonstrated excellence in written and verbal communication skills.</p>
24.	<p><b><u>Security Engineer III</u></b></p> <p><b>Position Responsibilities:</b> Responsible for leading a team and analyzing IT system security environments including cybersecurity, physical, technical, and administrative security. Participates in identification of vulnerabilities and appropriate countermeasures. Provides preliminary analysis of security posture, status of certification, assessment, and accreditation (A&amp;A) efforts, where applicable. Conducts research. Develops security awareness artifacts, provides briefs at security events/conferences. Drafts deliverable documents and reports.</p> <p><b>Minimum Education:</b> Bachelor's degree a requirement. 5 or more years of experience required. At least one of the following certifications required: CASP CE, CISA, CISM, CISSP (or Associate), GCED, GCIH, GICSP, GSLC, GCIH.</p>
25.	<p><b><u>Security Engineer II</u></b></p> <p><b>Position Responsibilities:</b> Responsible for analyzing IT system security environments including cybersecurity, physical, technical and administrative security. Participates in identification of vulnerabilities and appropriate countermeasures. Reviews preliminary analysis of security posture, status of certification, assessment, and accreditation (A&amp;A) efforts, and makes recommendations for implementation. Develops security awareness artifacts, provides briefs at security events/conferences. Drafts deliverable documents and reports.</p> <p><b>Minimum Education/Years of Experience:</b> Bachelor's degree a requirement. 3 or more years of</p>

	<p>experience required. At least one of the following certifications required: CAP, CASP, CASP CE, CCNA-Security, CISA, CISM, CISSP (or Associate), GCED, GCIH, GCWN, GICSP, GSEC, GSLC, Security+ CE, SSCP.</p>
26.	<p><b>Security Engineer I</b>  <b>Position Responsibilities:</b> Responsible for analyzing IT system security environments including cybersecurity, physical, technical, and administrative security. Participates in identification of vulnerabilities and appropriate countermeasures. Provides preliminary analysis of security posture, status of certification, assessment, and accreditation (A&amp;A) efforts, where applicable. Develops security awareness artifacts, provides briefs at security events/conferences. Drafts deliverable documents and reports.</p> <p><b>Minimum Education/Years of Experience:</b> A bachelor's degree a requirement. Two or more years of experience required. At least one of the following certifications required: A+ CE, CAP, CASP, CASP CE, CCNA-Security, CISA, CISM, CISSP (or Associate), GCED, GCIH, GCWN, GICSP, GSEC, GSLC, Network+ CE, Security+ CE, SSCP.</p>
27.	<p><b>Project Support Specialist III</b>  <b>Position Responsibilities:</b> Manages mid-sized projects and/or large, complex task orders (or group of task orders relating to same/common information technology system(s)). Provides overall technical and managerial direction for technical and/or functional staff performing software development tasks. Sizes work effort, defines deliverables, and work products. Participates in technical execution of work. Coordinates with clients' technical representatives, contracting officer's representative, and government end users. Provides resource/skills/budget estimates, milestones, and work breakdown structures to the client. Ensures technical solutions and schedules for task order(s) are implemented promptly. Selects staff. Schedules and assigns duties to subordinates. Serves as Senior Technical Expert. Provides overall managerial direction for technical and functional staff. Establishes processes for reporting on status of contractor efforts to government points of contact, including technical point of contact, contracting officer's technical representatives, contracting officer's representative, and government end users.</p> <p><b>Minimum Education:</b> A bachelor's degree a requirement.  <b>Years of Experience:</b> A minimum of eight (8) years of specialized experience.</p>
28.	<p><b>Project Support Specialist II</b>  <b>Position Responsibilities:</b> Provides direction for technical and functional staff. Establishes processes for reporting on status of contractor efforts to government points of contact, including technical point of contact, contracting officer's technical representatives, contracting officer's representative, and government end users. Sizes tasks and provides resource/skills/budget estimates, milestones, and work breakdown structures to the government. Ensures technical solutions and schedules for task order(s) are implemented promptly. Selects staff, oversees their acquisition of required training as necessary; oversees subcontractors/vendors on behalf of end client.</p> <p><b>Minimum Education:</b> A bachelor's degree a requirement.  <b>Years of Experience:</b> A minimum of five (5) years of specialized experience.</p>
29.	<p><b>Project Support Specialist I</b>  <b>Position Responsibilities:</b> Prepares reports, correspondence, and contractual documents. Tracks and maintains contract files. Performs simple analysis related to proposed contract costs. Inspects assigned projects for completion under supervision of Manager.</p> <p>Defines and directs technical specifications and tasks to be performed by team members including target dates of tasks and subtasks. Provides oversight, guidance, and assistance in coordinating</p>



	<p>output and ensuring technical accuracy of the defined product. Evaluates existing/project processes, procedures, practices, and models to anticipate adverse cost and schedule impacts and provides recommendations for changes or modifications.</p> <p><b>Minimum Education:</b> A bachelor's degree a requirement.</p> <p><b>Years of Experience:</b> A minimum of three (3) years of specialized experience.</p>
30.	<p><b><u>Administrative Specialist II</u></b></p> <p><b>Position Responsibilities:</b> Responsible for preparing technical documentation (reports, general correspondence, form letters, etc.), which may include text, tables, and charts. Must have typing skills and knowledge of grammar, punctuation, and spelling. Must be able to use software reference guides and equipment operator manuals. Must know advanced functions of different types of software. Perform other clerical and administrative tasks as directed. Independently complete tasks and resolve problems. May lead lower-level staff.</p> <p><b>Minimum Education:</b> A bachelor's degree and administrative education is required.</p> <p><b>Years of Experience:</b> At least four (4) years of experience in this area.</p>
31.	<p><b><u>Administrative Specialist I</u></b></p> <p><b>Position Responsibilities:</b> Responsible for preparing reports, correspondence, letters, and other documents. Must be proficient in typing with a knowledge of grammar, punctuation, and spelling. Must know the basic functions of different types of software. Perform other clerical and administrative tasks as directed. Seek further instructions for assignments requiring deviations from established procedures.</p> <p><b>Minimum Education:</b> A associate degree and administrative education is required.</p> <p><b>Years of Experience:</b> At least two (2) years of experience in this area.</p>
32.	<p><b><u>Analyst III</u></b></p> <p><b>Position Responsibilities:</b> Analyzes materials and portrays ideas via written and graphical methods. Prepares charts, graphs, and text data for visual presentations. Delivers the results of analyses to staff and stakeholders on a regular, predefined schedule. Maintains Quality Assurance Program and performs quality control on deliverables, including products, reports, and data. This includes modifying quality assurance and control standards as necessary to meet the requirements of specific deliverables Develops quality assurance and control processes, procedures, and guidance, including appropriate measures and metrics as well as procedures to track quality control and assurance practices over the life of the contract, in conjunction with governmental policies and procedures. Identifies and documents defects; research root causes; ensuring corrective actions are taken. Coordinates with stakeholders as needed to communicate discovered issues and potential remediation strategies. Updates project documentation as needed and disseminates it to staff and stakeholders for approval.</p> <p><b>Minimum Education:</b> A bachelor's degree and Analyst education is required.</p> <p><b>Years of Experience:</b> At least eight (8) years of experience in this area.</p>
33.	<p><b><u>Consultant I</u></b></p> <p><b>Position Responsibilities:</b> Responsible for possessing subject matter expertise in an associated field, including program and budget analysis, conducting market surveys, gathering performance measurements, developing business processes, and formulating policy. Analyze, understand, and evaluate highly complex problems and issues regarding managerial and organizational situations and</p>

	<p>the development and application of business processes. Be able to perform services under supervision and, when necessary, utilize expertise and understanding to take initiative to solve problems. Assist senior level personnel in advising management on these issues.</p> <p><b>Minimum Education:</b> A master's degree and Consultant I education is required.</p> <p><b>Years of Experience:</b> At least ten (10) years of experience in this area.</p>
34.	<p><b><u>Consultant II</u></b></p> <p><b>Position Responsibilities:</b> Responsible for possessing subject matter expertise in an associated field, including program and budget analysis, conducting market surveys, gathering performance measurements, developing business processes, and formulating policy. Analyze, understand, and evaluate highly complex problems and issues regarding managerial and organizational situations and the development and application of business processes. Transform projects through the performance of managerial and organizational assessments and the stabilization of managerial transfers. Be able to perform services independently with minimal supervision. If requested, provide advice and assistance to management personnel on these issues.</p> <p><b>Minimum Education:</b> A master's degree and Consultant II education is required.</p> <p><b>Years of Experience:</b> At least twelve (12) years of experience in this area</p>
35.	<p><b><u>Consultant III</u></b></p> <p><b>Position Responsibilities:</b> Responsible for possessing senior-level and managerial subject matter expertise, including the use of extensive, enterprise-wide knowledge and experience in an associated field. Fields may include program and budget analysis, conducting market surveys, gathering performance measurements, developing business processes, and formulating policy. Transform programs or entities using a wide array of tactics and procedures. Lead staff in providing these services and provide input and advice to management on strategic and future planning related to these services.</p> <p><b>Minimum Education:</b> PhD's degree and Consultant III education is required.</p> <p><b>Years of Experience:</b> At least fourteen (14) years of experience in this area.</p>
36.	<p><b><u>Logistician III</u></b></p> <p><b>Position Responsibilities:</b> Responsible for developing metrics and report to management on logistics activities completed. As requested, include strategic and future planning in reporting to management. Develop instructional materials and procedures for the performance of various logistics activities. Conduct inventory audits. Mentor junior staff and provide training. Operate as a critical component of the supply chain.</p> <p><b>Minimum Education:</b> An associate degree and Logistician education is required.</p> <p><b>Years of Experience:</b> At least four (4) years of experience in this area.</p>
37.	<p><b><u>Logistician II</u></b></p> <p><b>Position Responsibilities:</b> Responsible for performing diverse tasks in support of a variety of logistics functions, reporting to senior personnel and as needed, directly to management. Identify logistics and attendant resource requirements. Perform life cycle cost analysis. Operate as a key component of the supply chain. Provide inventory support. Serve as a custodian for equipment. Maintain various logs.</p> <p><b>Minimum Education:</b> A associate degree and Logistician education is required.</p>

	<p><b>Years of Experience:</b> At least three (3) years of experience in this area.</p>
38.	<p><b><u>Logistician I</u></b>  <b>Position Responsibilities:</b> Responsible for providing direct support, under senior personnel's supervision, to logistics activities. Performs shipping and handling functions, including packing. Make physical deliveries of equipment. Operate as a component of the supply chain. Perform inventory support.</p> <p><b>Minimum Education:</b> A associate degree and Logistician Minimum Education is required.</p> <p><b>Years of Experience:</b> At least two (2) years of experience in this area.</p>
39.	<p><b><u>Manager III</u></b>  <b>Position Responsibilities:</b> Responsible for managing the technical and business aspects projects of single discipline projects. In addition to having technical experience and qualifications in the respective field and must possess skills in project management including budget control, schedule control and resource allocation. Responsible for the completion of assigned projects within budgetary and scheduling guidelines. Leads project team assigned for the duration of a project or may function as ongoing lead within a group associated with one or more technical areas. Coordinates all technical and business aspects of the project including client interface, presentations – both technical and executive presentations- and coordinate all external (client and subcontractors) as well as internal functional requirements for the project.</p> <p><b>Minimum Education/Years of Experience:</b> A bachelor's degree with twelve (12) years with progressive responsibilities; or seven (7) years with specific experience. A master's degree plus four (4) years of specific experience is required.</p>
40.	<p><b><u>Manager II</u></b>  <b>Position Responsibilities:</b> Responsible for overseeing project activities. Develops program schedules to ensure optimal usage of personnel, facilities, and resources. Provides strategies and recommendations on project activities to staff and stakeholders on request. Recommends the procurement of specific equipment, including hardware and software, as needed. Provides logistical support for project tools, equipment, and supplies. Ensures overall product quality by conducting regular quality assurance and control activities, including deliverable audits and peer reviews.</p> <p><b>Minimum Education:</b> A bachelor's degree, PMP or Equivalent Certification in a relevant field is required.</p> <p><b>Years of Experience:</b> Minimum ten (10) or more years of experience.</p>
41.	<p><b><u>Manager I</u></b>  <b>Position Responsibilities:</b> Responsible for managing the technical and business aspects projects of single discipline projects. In addition to having technical experience and qualifications in the respective field, the Manager must possess skills in project management including budget control, schedule control and resource allocation. Responsible for the completion of assigned projects within budgetary and scheduling guidelines. Leads project team assigned for the duration of a project or may function as ongoing lead within a group associated with one or more technical areas. Coordinates all technical and business aspects of the project including client interface, presentations – both technical and executive presentations- and coordinates all external (client and subcontractors) as well as internal functional requirements for the project.</p> <p><b>Minimum Education/Years of Experience:</b> A bachelor's degree, plus twelve (12) years with specific experience. A master's degree with more than seven (7) years of specific experience.</p>
42.	<p><b><u>Analyst IV</u></b></p>

	<p><b>Position Responsibilities:</b> Responsible for conducting analyses as directed by staff and stakeholders. Delivers the results of analyses to staff and stakeholders on a regular, predefined schedule. Reviews deliverables, including products, reports, and data regularly or at the direction of government staff and stakeholders. Follows and measures quality against pre-defined measures. If measures have not been defined, recommend measures and coordinate with superiors to ensure that they are incorporated on approval. Identifies and documents defects, research root causes, and ensures corrective actions are taken. Coordinates with stakeholders as needed to communicate discovered issues and potential remediation strategies. Updates project documentation as needed and disseminates it to staff and stakeholders for approval. Tracks quality control and assurance practices over the contract's life, along with governmental policies and procedures.</p> <p><b>Minimum Education/Years of Experience:</b> A bachelor's degree in a scientific, Technical, Business, Management or relevant field (master's degree preferred) or certification equivalent to IIBA Level III; fifteen (15) or more years of relevant experience is required.</p>
43.	<p><b><u>Analyst II</u></b></p> <p><b>Position Responsibilities:</b> Responsible for conducting analyses of documents, media, and deliverables as requested. Delivers the results of analyses to staff and stakeholders on a regular, predefined schedule. Maintains Quality Assurance Program and performs quality control on deliverables, including products, reports, and data. This includes modifying quality assurance and control standards as necessary to meet the requirements of specific deliverables. Develops quality assurance and control processes, procedures, and guidance, including appropriate measures and metrics as well as procedures to track quality control and assurance practices over the life of the contract, in conjunction with governmental policies and procedures. Identifies and documents defects; research root causes; ensuring corrective actions are taken. Coordinates with stakeholders as needed to communicate discovered issues and potential remediation strategies. Updates project documentation as needed and disseminates it to staff and stakeholders for approval.</p> <p><b>Minimum Education:</b> A associate degree in a Scientific, Technical, Business, Management, or relevant field (bachelor's degree preferred) or certification equivalent to IIBA Level I.</p> <p><b>Years of Experience:</b> Eight (8) or more years of relevant experience is required</p>
44.	<p><b><u>Analyst I</u></b></p> <p><b>Position Responsibilities:</b> Responsible for conducting analyses as directed by staff and stakeholders. Delivers the results of analyses to staff and stakeholders on a regular, predefined schedule. Reviews deliverables, including products, reports, and data regularly or at the direction of government staff and stakeholders. Follows and measures quality against pre-defined measures. If measures have not been defined, recommend measures and coordinate with superiors to ensure that they are incorporated on approval. Identify and document defects; research root causes; ensure corrective actions are taken. Coordinate with stakeholders as needed to communicate discovered issues and potential remediation strategies. Updates project documentation as needed and disseminates it to staff and stakeholders for approval.</p> <p><b>Minimum Education:</b> A associate degree in a Scientific, Technical, Business, Management, or relevant field (bachelor's degree preferred) or certification equivalent to IIBA Level I.</p> <p><b>Years of Experience:</b> Six (6) or more years of relevant experience is required.</p>
45.	<p><b><u>Support Specialist IV</u></b></p> <p><b>Position Responsibilities:</b> Responsible for analyzing materials and portrays ideas via written and graphical methods. Prepares charts, graphs, and text data for visual presentations. Delivers the results of analyses to staff and stakeholders on a regular, predefined schedule. Maintain Quality Assurance Program and perform quality control on deliverables, including products, reports, and data. This</p>

	<p>includes modifying quality assurance and control standards as necessary to meet the requirements of specific deliverables. Develops quality assurance and control processes, procedures, and guidance, including appropriate measures and metrics as well as procedures to track quality control and assurance practices over the life of the contract, in conjunction with governmental policies and procedures. Identifies and documents defects; research root causes; ensures corrective actions are taken. Coordinates with stakeholders as needed to communicate discovered issues and potential remediation strategies. Updates project documentation as needed and disseminates it to staff and stakeholders for approval.</p> <p><b>Minimum Education:</b> A bachelor’s degree in a scientific, Technical, Business, Management or relevant field or certification equivalent to IIBA Level II.</p> <p><b>Years of Experience:</b> Ten (10) or more years' relevant experience is required.</p>
46.	<p><b><u>Support Specialist III</u></b></p> <p><b>Position Responsibilities:</b> Responsible for creating, editing and preparing technical documentation, including program plans and progress reports. Prepares and reviews policies, processes, and procedures. Provides prepared and edited policies, processes, and procedures to management for approval and implementation. As part of presentations, provide expert advice and consultation. Prepares new instructions and guidance. Provides prepared and edited instructions and guidance to management personnel, along with expert advice and consultation, for approval and implementation. Possesses typing skills and knowledge of grammar, punctuation, and spelling. Able to use software reference guides and equipment operator manuals. Possesses knowledge of advanced functions for different types of software. Performs other clerical and administrative tasks as directed. Independently completes tasks and resolves problems. Leads junior-level staff.</p> <p><b>Minimum Education:</b> A bachelor’s degree in a professional or communications field or specialized technical certification or certification in quality or technical writing (i.e., certification from the Society for Technical Communicators).</p> <p><b>Years of Experience:</b> Five (5) or more years of relevant experience is required.</p>
47.	<p><b><u>Support Specialist II*</u></b></p> <p><b>Position Responsibilities:</b> Responsible for preparing technical documentation (reports, general correspondence, form letters, etc.), which may include text, tables, and charts. Possesses typing skills and knowledge of grammar, punctuation, and spelling. Able to use software reference guides and equipment operator manuals. Possesses knowledge of advanced functions for different types of software. Performs other clerical and administrative tasks as directed. Independently completes tasks and resolves problems. May lead junior-level staff.</p> <p><b>Minimum Education:</b> A associate degree.</p> <p><b>Years of Experience:</b> Five (5) years relevant experience.</p>
48.	<p><b><u>Support Analyst I*</u></b></p> <p><b>Position Responsibilities:</b> Responsible for preparing reports, correspondence, letters, and other documents, which may include text, tables, and charts. Proficient in typing with a knowledge of grammar, punctuation, and spelling. Possesses the ability to use software reference guides and equipment operator manuals. Possesses knowledge of basic functions for different types of software. Performs other clerical and administrative tasks as directed. Seeks further instructions for assignments requiring deviations from established procedures.</p> <p><b>Minimum Education:</b> A associate degree.</p>

	<p><b>Years of Experience:</b> One (1) or more years' experience; or at least three (3) years of relevant experience is required.</p>
49.	<p><b><u>Legal Assistant II*</u></b></p> <p><b>Position Responsibilities:</b> Responsible for drafting pleadings, notices, and proofs of service; retains expert witnesses and coordinates their schedules. Processes payments for expert witnesses and vendors. Manages physical and electronic files; prepares exhibits for filings, depositions, and trials; schedules site visits; conducts legal and property research; prepares fiscal reports and case status updates; and closes cases.</p> <p><b>Minimum Education:</b> A bachelor's degree in a relevant field, such as those in the Legal, Communications, or Business fields; Jurist Doctorate; or a Paralegal Certification.</p> <p><b>Years of Experience:</b> Four (4) or more years of post-secondary Minimum Education or experience is preferred.</p>
50.	<p><b><u>Legal Assistant I</u></b></p> <p><b>Position Responsibilities:</b> Responsible for serving as a paralegal/legal assistant with the responsibility for typing, receiving, and providing information of a sensitive and legal technical nature to visitors and telephone callers, maintaining files, etc. Prepares a variety of legal documents such as notices, motions, orders, stipulations, writs, subpoenas, judgments on default, declarations, complaints, and processes of service. Serves as the principal clerical and administrative support person for the assigned attorney(s) by carrying out and coordinating all legal clerical and day-to-day administrative support type activities. Maintains a calendar of all assigned active cases, which includes keeping track of filings, hearings, trial dates, and scheduling conferences and interviews. Supervises contractor personnel and aid in such areas as payroll, vacation, benefits, and disciplinary actions.</p> <p><b>Minimum Education/Years of Experience:</b> A associate degree one (1) or more years' experience; or a at least three (3) years relevant experience, one (1) or more years of post-secondary Minimum Education or a at least two (2) years of relative experience is required.</p>