



The Power of Solutions
SOLUTE Consulting
Contract # GS35F0372V
IT Services
Contract Period: 4/20/09 – 4/19/14
SOLUTE HQ: 619-758-9900

Labor Category Descriptions

PROGRAM MANAGER

GENERAL SUMMARY

Directs the performance of a variety of IT service related projects, which may be organized by technology, program, or client. Oversees the technology development and/or application, marketing, and resource allocation within the program client base.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items.
2. Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point of contact with clients regarding program activities.
3. Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation.
4. Manages program consisting of multiple projects including project identification, design, development and delivery.
5. Maintains the development and execution of business opportunities based on broad, general guidance. Responsible for marketing new technology and follow-on business acquisitions.
6. Confers with project manager to provide technical advice and to assist with problem resolution.
7. May perform other duties as assigned.

JOB SPECIFICATIONS

Minimum Years Experience: 10 years.

Minimum Education: B.A./B.S. or equivalent defined as 6 years of additional experience.

IT PROJECT MANAGER

GENERAL SUMMARY

Manages IT service project operations. Ensures production schedules are met. Ensures system resources are used effectively.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Coordinates the resolution of production-related problems or other issues affecting tasking.
2. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology and consulting services.
3. Provides users with computer output. Supervises staff operations.

JOB SPECIFICATIONS

Minimum Years Experience: 8 years.

Minimum Education: B.A./B.S. or equivalent defined as 6 years of additional experience.

SENIOR INFORMATION TECHNOLOGY ANALYST/ENGINEER

GENERAL SUMMARY

Performs a variety of engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and development of IT systems, architectures, and/or integrated hardware and software products/services. This can include databases, networks, and data conversion services. This individual supervises a team of Information Technology Analyst/Engineers and Junior Information Technology Analyst/Engineers.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Conducts high level system, architecture, and/or software analysis and requirements definition.
2. Creates system, architecture, and/or component development plans, and dictates quality measures or standards.
3. Defines test plans and procedures for the system.
4. Defines integration and implementation plans.
5. Defines training, support, and follow-on services for the system, architecture, and/or software.
6. Performs other duties and may assist in development, test, integration, and implementation of complex IT products/services.

JOB SPECIFICATIONS

Minimum Years Experience: 8 years.

Minimum Education: M.A./M.S. or B.A./B.S. in an engineering discipline or computer science with 4 years additional experience. A B.A./B.S may be substituted with 6 years of additional experience.

INFORMATION TECHNOLOGY ANALYST/ENGINEER

GENERAL SUMMARY

Performs the main design and development of IT systems, architectures, and/or integrated hardware and software products/services. This can include databases, networks, and data conversion services. This individual may supervise one or more Junior Information Technology Analyst/Engineers.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists in system, architecture, and/or software analysis and requirements definition.
2. Develops system, architecture, and/or components in accordance with customer requirements.
3. Conducts test and evaluation of components and/or systems.
4. Performs integration and system/product/service implementation.
5. Conducts system support and follow-on services for the system, architecture, and/or software.

JOB SPECIFICATIONS

Minimum Years Experience: 6 years.

Minimum Education: B.A./B.S. in an engineering discipline or computer science with 2 years additional experience. A B.A./B.S may be substituted with 6 years of additional experience.

JUNIOR INFORMATION TECHNOLOGY SPECIALIST

GENERAL SUMMARY

Supports development of IT systems, architectures, and/or integrated hardware and software products/services. This can include databases, networks, and data conversion services. This individual may create, test, implement, and support small portions of the overall solution.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides development of system, architecture, and/or components in accordance with supervisory directions.
2. Conducts test and evaluation of components and/or systems under supervision.
3. Performs basic integration and system/product/service implementation under supervision.
4. Heavily involved in system support and follow-on services for the system, architecture, and/or software. This may include help desk and trouble ticket tracking.

JOB SPECIFICATIONS

Minimum Years Experience: 4 years.

Minimum Education: B.A./B.S. in an engineering discipline or computer science. A B.A./B.S may be substituted with 6 years of additional experience.

SENIOR PROGRAMMER

GENERAL SUMMARY

Manages software engineering operations associated with network, desktop, and/or Web-based applications or databases. This individual is highly skilled in one or more programming languages, and applicable programming standards, such as the Software Engineering Institute (SEI) Capability Maturity Model. They understand formal software test and evaluation, integration, implementation, and support requirements. This individual supervises a team of Programmers and Junior Programmers.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Conducts high level requirements and software specifications including development of use cases and data flow diagrams.
2. Defines the software development plans, and dictates quality measures or standards.
3. Defines test plans and procedures for the software and any subcomponents.
4. Responsible for configuration management of the project.
5. Defines integration and implementation plans.
6. Defines training, support, and follow-on services for the software.
7. Oversees all documentation associated with the project.
8. Performs other duties and may assist in software development, test, integration, and implementation of complex IT products/services.

JOB SPECIFICATIONS

Minimum Years Experience: 8 years.

Minimum Education: M.A./M.S. or B.A./B.S. in an engineering discipline or computer science with 4 years additional experience. A B.A./B.S may be substituted with 6 years of additional experience.

PROGRAMMER

GENERAL SUMMARY

Performs software engineering associated with network, desktop, and/or Web-based applications or databases. This individual is familiar with one or more programming languages, and creates code in accordance with customer requirements and Senior Programmer directions. They may also perform software test and evaluation, integration, implementation, and support. This individual may supervise one or more Junior programmers.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Executes the software development plan in accordance with applicable quality standards.
2. Performs test and evaluation of the software and any subcomponents.
3. Performs integration and implementation of software or subcomponents.
4. Conducts training, support, and/or follow-on services for the software.
5. Creates all documentation for the project working with the Senior Programmer.

JOB SPECIFICATIONS

Minimum Years Experience: 6 years.

Minimum Education: B.A./B.S. in an engineering discipline or computer science with 2 years additional experience. A B.A./B.S may be substituted with 6 years of additional experience.

JUNIOR PROGRAMMER

GENERAL SUMMARY

Performs specific aspects of software engineering associated with network, desktop, and/or Web-based applications or databases under the direction of a supervising Programmer. This individual is familiar with one or more programming languages, and creates code in accordance with supervisory directions. They may also participate in software test and evaluation, integration, implementation, and support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists with software development under supervisory direction.
2. Sets up the basic development environment and performs basic configuration tasks.
3. Conducts aspects of test and evaluation of the software and any subcomponents under supervisory direction.
4. Performs limited integration and implementation of software or subcomponents.
5. Provides inputs to and conducts aspects of the training, support, and/or follow-on services for the software.
6. Assists in development of project documentation.

JOB SPECIFICATIONS

Minimum Years Experience: 4 years.

Minimum Education: B.A./B.S. in an engineering discipline or computer science. A B.A./B.S may be substituted with 6 years of additional experience.

SENIOR INFORMATION ASSURANCE ANALYST

GENERAL SUMMARY

Performs and manages a variety of information assurance tasks for systems/software. This work is performed in conjunction with Common Criteria, DoD Information Technology Security Certification and Accreditation Process (DITSCAP), DoD Information Assurance Certification and Accreditation Process (DIACAP), Director of Central Intelligence Directive 6/3 (DCID 6/3) or other regulatory standards. This work may also include cross domain certification in accordance with the Top Secret And Below Interoperability (TSABI) and Secret And Below Interoperability (SABI) requirements.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Defines the System Security Authorization Agreement (SSAA) and/or other information assurance documentation
2. Negotiates requirements with all stakeholders and the Certification Authority, including the drafting of all Memoranda of Agreements (MOAs).
3. Documents all system/software components in accordance with regulatory requirements.
4. Plans, schedules, and coordinates all C&A activities.
5. Oversees information assurance testing of the system/software.
6. Files all documentation as required for an Interim Authority To Operate and Authority To Operate (IATO/ATO) and monitors progress.
7. Conducts follow-up and recertification efforts as required.

JOB SPECIFICATIONS

Minimum Years Experience: 8 years.

Minimum Education: M.A./M.S. or B.A./B.S. in an engineering discipline or computer science with 4 years additional experience. A B.A./B.S may be substituted with 6 years of additional experience.

INFORMATION ASSURANCE ANALYST

GENERAL SUMMARY

Performs information assurance tasking under supervision for systems/software. This work is performed in conjunction with Common Criteria, DoD Information Technology Security Certification and Accreditation Process (DITSCAP), DoD Information Assurance Certification and Accreditation Process (DIACAP), Director of Central Intelligence Directive 6/3 (DCID 6/3) or other regulatory standards. This work may also include cross domain certification in accordance with the Top Secret And Below Interoperability (TSABI) and Secret And Below Interoperability (SABI) requirements.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Creates the System Security Authorization Agreement (SSAA) and/or other information assurance documentation.
2. Documents system/software components as directed.
3. Conducts information assurance testing of the system/software and writes test reports.
4. Assists with documentation supporting the Interim Authority To Operate and Authority To Operate (IATO/ATO) and monitors progress.
5. Assists with follow-up and recertification efforts as required.

JOB SPECIFICATIONS

Minimum Years Experience: 6 years.

Minimum Education: B.A./B.S. in an engineering discipline or computer science with 2 years additional experience. A B.A./B.S may be substituted with 6 years of additional experience.

TECHNICAL WRITER/EDITOR

GENERAL SUMMARY

Assists in collecting and organizing information required for preparation of IT design documentation, support materials, and other deliverables.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Edits technical documentation and reports, as well as other deliverables
2. Creates design documents, test plans, and support plans with engineering inputs.
3. Formats and organizes complex documentation in accordance with regulatory and customer requirements.
4. Creates graphics, graphs, and other support diagrams for technical documentation.

JOB SPECIFICATIONS

Minimum Years Experience: 2 years.

Minimum Education: B.A./B.S. or equivalent defined as 6 years of additional experience.

ADMINISTRATIVE SUPPORT SPECIALIST

GENERAL SUMMARY

Provides general office management, administrative, and clerical duties, supporting consulting, and related tasking.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Sets up meeting spaces for collaboration and group meetings related to IT projects.
2. Provides general scheduling services and support materials to customers and other company staff.
3. Performs duplication and facsimile services.
4. Answers phones, orders office supplies, performs basic word processing, and other secretarial duties.

JOB SPECIFICATIONS

Minimum Years Experience: 1 year.

Minimum Education: A.A./A.S. or equivalent defined as 3 years of additional experience.