



Contract # GS-00F-0041P
Professional Engineering Services
Contract Period: 07/07/2009-07/07/2014
SOLUTE HQ: 619-758-9900

Labor Category Descriptions

PROGRAM MANAGER

GENERAL SUMMARY

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

Program Manager - Bachelor's Degree or equivalent and 10 yrs of general experience. *

*Six (6) yrs of general experience is considered equivalent to a Bachelor's Degree,
Four (4) yrs of general experience + BS/BA is equivalent to a Master's Degree.

PROJECT MANAGER

GENERAL SUMMARY

Manages 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.
2. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services.
3. Provides users with computer output. Supervises staff operations.

JOB SPECIFICATIONS

Manager – Bachelor's Degree or equivalent and 8 yrs of general experience. *
Project Manager - Bachelor's Degree or equivalent and 9 yrs of general experience. *

*Six (6) yrs of general experience is considered equivalent to a Bachelor's Degree,
Four (4) yrs of general experience + BS/BA is equivalent to a Master's Degree.

ENGINEER/SCIENTIST/ANALYST (INFORMATION TECHNOLOGY, SYSTEMS, NETWORK)

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 implementation, including personnel, hardware, software and support facilities and/or equipment. Supervises team of Engineers through project completion.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Plans and performs engineering research, design development, and other assignments in conformance with design, engineering and customer specifications.
2. Participates and/or Supervises team of Engineers through project completion.
3. Responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level engineers.
4. Coordinates the activities of Engineers and Technicians assigned to specific engineering projects.
5. May perform other duties as assigned.

JOB SPECIFICATIONS

Junior Eng/Sci/Analyst – Bachelor's Degree or equivalent and 5-10 yrs of experience. *

Eng/Sci/Analyst - Bachelor's Degree or equivalent and 10-15 yrs of general experience. *

Senior Eng/Sci/Analyst - Bachelor's Degree or equivalent and 14 yrs of experience. *

*Six (6) yrs of general experience is considered equivalent to a Bachelor's Degree,

Four (4) yrs of general experience + BS/BA is equivalent to a Master's Degree.

TECHNICAL WRITER/EDITOR

GENERAL SUMMARY

Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and other reports and deliverables.

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

JOB SPECIFICATIONS

Tech Writer - Bachelor's Degree or equivalent. and 3 yrs of general experience

*Six (6) yrs of general experience is considered equivalent to a Bachelor's Degree,

BUSINESS SPECIALIST

GENERAL SUMMARY

Includes all labor efforts identified as business and finance in nature, including but not limited to project control, finance and accounting, project planning and scheduling, cost estimating

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommend solutions.
2. Principal duties may include, but is not limited to, work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to administrative staff.

JOB SPECIFICATIONS

Business Specialist - Bachelor's Degree or equivalent *

Business Specialist - Master's Degree or equivalent and 5 yrs of general experience.*

*Six (6) yrs of general experience is considered equivalent to a Bachelor's Degree,

Four (4) yrs of general experience + BS/BA is equivalent to a Master's Degree.

ADMINISTRATIVE SUPPORT

GENERAL SUMMARY

Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, mail services, records, data input, etc.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Specializes in coordinating and planning office administration and support.
2. Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments.
3. May perform other duties as assigned.

JOB SPECIFICATIONS

Admin Support - Bachelor's Degree or equivalent *

PES Admin Support - Bachelor's Degree or equivalent and 5 yrs of general experience.. *

*Six (6) yrs of general experience is considered equivalent to a Bachelor's Degree,
Four (4) yrs of general experience + BS/BA is equivalent to a Master's Degree.

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

Training Specialist - Bachelor's Degree or equivalent and 2 years of general experience. *

Senior Training Specialist - Bachelor's Degree or equivalent and 4 years of experience. *

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

SYSTEMS ADMINISTRATOR

GENERAL SUMMARY

Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based.

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

Systems Administrator - Bachelor's Degree or equivalent and 3 years of experience. *

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

MANAGEMENT CONSULTANT

GENERAL SUMMARY

Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based.

PRINCIPAL DUTIES AND RESPONSIBILITIES

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

Systems Administrator - Bachelor's Degree or equivalent and 3 years of experience. *

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