



GSA Schedule 874 MOBIS

Labor Category Position Descriptions

The following paragraphs are position descriptions for each of the 19 anticipated personnel categories proposed to be provided by STG International under this contract.

Program Manager

Has over responsibility for a major program and frequently will be responsible for multiple contracts providing a variety of services to a diverse customer base. Works with senior leadership in client organizations to plan and implement new programs and ensure quality products and services consistent with the terms of each agreement are provided in a timely manner. Works with clients to identify and resolve complex problems or contractual issues. Has responsibility for several projects simultaneously. Must have at least 10 years of relevant work experience and an undergraduate degree in a related discipline. A graduate degree is preferred.

Project Manager

Manages a team of professionals in providing a wide range of services, and managing assigned projects within scope and budget. Is responsible for all aspects of project performance (i.e. technical, contractual, administrative, financial, etc.). The Project Manager provides leadership to the project team, ensures conformance to performance requirements, and assists in the overall direction to all project level activities and personnel. Must have at least eight years of relevant work experience and an undergraduate degree in a related field. Five additional years of work experience may be substituted for the undergraduate degree. A graduate degree is preferred.

Team Leader

Leads a team of analysts and/or consultants in accomplishing specific tasks in support of management, organizational and business improvement efforts. Must have at least five years of relative work experience and an undergraduate degree. Five additional years of work experience may be substituted for the degree requirement.

Senior Business Consultant

Lead data collection and analysis tasks in support of the development of business cases to support management decision-making and business process improvement. May be required to conduct cost benefit analyses and provide subject matter expertise in one or more related business or management areas. Must have a minimum of 6 years of work experience of which 3 years will relate to business consulting and/or BPR assignments. An undergraduate degree in a related field is required. A master's degree is preferred.

Business Consultant

Participates in data collection and analysis tasks that contribute to the development of business cases to support management decision-making. May also conduct cost benefit analyses. Will have a minimum of 4 years of work experience of which 2 years will relate to the aforementioned activities. An undergraduate degree in a related field is required.



Jr. Business Consultant

Works under the supervision of a more experienced business consultant to assist with a variety of data collection and analysis tasks in support of the development of business cases to support management decision-making and business process improvements. Must have a minimum of 1 year of work experience and a undergraduate degree in a related field is required.

Senior BPR Specialist

Leads major business process reengineering assignments to support organizational improvement through implementation of new technology solutions or major restructuring initiatives. Must have at least five years of BPR experience and a related undergraduate degree. A graduate degree is preferred.

BPR Specialist

Participates in major business process reengineering assignments to support organizational improvement through implementation of new technology solutions or major restructuring initiatives. Must have at least two years of BPR experience and a related undergraduate degree.

Sr. Analyst

Conducts complex analyzes independently or as part of a team of analysts to support completion of management studies, workforce analyses, cost-benefit analyses, earned value management reports and/or similar activities. Responsible for the development of workplans and methodologies to facilitate the collection and analyses of data. Has at least six years of related experience and a Bachelor's Degree in a related field. A master's degree is preferred.

Analyst

Performs analytical tasks either independently or as part of a team of analysts conducting management studies, workforce analyses, cost-benefit analyses, earned value management reports and/or similar activities. Prepares a variety of reports, assessments, or evaluations. Has at least four years of related experience and a Bachelor's Degree in a related field.

Junior Analyst

Provides analytical support as part of a team of analysts conducting management studies, workforce analyses, cost-benefit analyses, and/or similar activities. Assists in the preparation of a variety of reports, assessments, or evaluations. Has at least one year of related experience and a Bachelor's Degree in a related field.

Senior Organizational Development Practitioner

Designs and develops major interventions related to an organization's redesign of existing business processes or design new processes to support the attainment of mission critical business goals. Frequently provide subject matter expertise and may lead inter-disciplinary work teams. Conducts data collection, analysis and research in support of identifying individual and organizational performance barriers and recommend courses of action to minimize or eliminate obstacles preventing the achievement of optimal performance. Conduct workforce analyses and organizational assessments as well as develop staffing plans for new or redesigned organizations.



Will develop performance measures and related metrics to assess performance outcomes. Works with senior executives and managers to develop organization performance goals and individual performance plans. Must have a minimum of ten years of relevant work experience and an undergraduate degree in a related field. A master's or doctorate degree is desired.

Organizational Development Practitioner

Facilitates the implementation of major interventions related to an organization's redesign of existing business processes or design new processes to support the attainment of mission critical business goals. Frequently provide subject matter expertise and may lead inter-disciplinary work teams. Conducts data collection, analysis and research in support of identifying individual and organizational performance barriers and recommend courses of action to minimize or eliminate obstacles preventing the achievement of optimal performance. Conduct workforce analyses and organizational assessments as well as develop staffing plans for new or redesigned organizations. Will develop performance measures and related metrics to assess performance outcomes. Works with senior executives and managers to develop organization performance goals and individual performance plans. Must have a minimum of seven years of relevant work experience and an undergraduate degree in a related field. A master's degree is desired.

Change Agent

Leads the design and implementation of a variety of interventions that will foster the implementation of organizational change in such areas as business processes, policy, culture, environment or workplace. Works with senior executives to develop strategies to lead and manage major change. Assist in the design, development and implementation of communication plans. Facilitates the alignment of organizational mission, vision, business goals, and operational plans. Must have at least 12 years of related work experience and a graduate degree in a related field.

Research Assistant

Provides support to analysts and consultants by assisting them to gather information, display data or document results related to management studies or organizational improvement efforts. Must have at least two years of related work experience or an undergraduate degree.

Administrative Assistant

Provides program/project management support services such as secretarial/administrative services; scheduling meetings; maintaining files; preparing travel orders and vouchers; reserving conference rooms; receive callers; assists with graphics preparation and presentations; photocopying; completing reports; and other general office duties as assigned. Must be able to work independently and follow through to completion all duties assigned. Administrative Assistants must be proficient in the MS Office Suite and be quick learners on varied computer software. The Administrative Assistant must have a minimum of one year of related work experience.

Senior Systems Analyst

Plans and conduct analyses of complex business processes and data processing requirements to develop functional requirements documents and programming design specifications. Experienced in the evaluation of commercial off the shelf software to assess their value as



potential technology solutions for new or redesigned business processes. Is well-versed in the systems development lifecycle and is capable of developing testing plans and conducting acceptance testing for new systems. Independently leads proof of concept tasks. Has at least 12 years of experience in the systems analysis, design and/or development fields. Has a master's degree in computer science or a related field. A bachelor's degree in computer science or related field and four additional years of experience may be substituted for the Master's degree requirement.

Systems Analyst

Conduct analyses of complex business processes and data processing requirements to develop functional requirements documents and programming design specifications. Experienced in the evaluation of commercial off the shelf software to assess their value as potential technology solutions for new or redesigned business processes. Is well-versed in the systems development lifecycle and is capable of developing testing plans and conducting acceptance testing for new systems. Has at least 8 years of experience in the systems analysis, design and/or development fields a bachelor's degree in computer science or related field. Six additional years of experience may be substituted for the bachelor's degree requirement.

Database Programmer

Uses database programming knowledge and experience to develop complex databases and related interfaces. Must be able to analyze complex business or technical problems and be able to develop technical solutions. Will be able to design and build complex relational databases. May develop test plans and/or lead testing efforts. Must have at least four years of database development experience and a bachelor's degree in computer science or a related field. Six additional years of work experience may be substituted for the degree requirement.