

Section IV:

LABOR CATEGORY POSITION DESCRIPTIONS

The following paragraphs are position descriptions for each of the 35 personnel categories proposed to be provided by STG International under this contract.

CLIN 1, Project Manager (PM) With little or no corporate guidance the PM shall be capable of managing a large team of professionals in providing a wide range of services to one or more clients. The PM is responsible for all aspects of project performance (i.e. technical, contractual, administrative, financial, etc.), including supervising personnel in all aspects of the project activity. The PM organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, establishes and maintains technical and management reports to demonstrate to clients that the Contractor is fulfilling its corporate performance responsibilities. Provides leadership to project teams, ensures conformance to performance requirements and assists in the overall direction to all project level activities and personnel.

CLIN 2, Deputy Project Manager (DPM) The DPM shall be capable of directing the activities of a team of professionals in providing a wide range of services to one or more clients. The DPM is responsible for supporting all aspects of project performance (i.e. technical, contractual, administrative, financial, etc.), including supervising personnel in all aspects of the project activity. He/she organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, establishes and maintains technical and management reports to demonstrate that the Contractor is fulfilling its corporate performance responsibilities. Provides leadership to project teams, ensures conformance to performance requirements, and assists in the overall direction to all project level activities and personnel.

CLIN 3, Human Resources Manager He/she shall provide senior-level management support, advice, counseling, and program development for human resources activities. The HR Manager possesses a comprehensive range of knowledge and experience in the oversight of human resources support functions, including in-depth knowledge of human resource personnel file organization, management, and disposition/retention policies, particularly in a federal environment. The HR Manager also is responsible for, and experienced in, the supervision of contractor personnel involved in human resource support function, including planning of personnel resources to staff file centers, audit teams, and other sorts of long- and short-term projects. The HR Manager possesses excellent oral and written communication skills, as

demonstrated by the ability to work closely with clients in the submission of audit reports, technical assessments of HR operations, and other reports and analyses.

CLIN 4, Human Resources Assistant Manager He/she shall provide management support, advice, counseling, and program development for human resources activities. The HR Assistant Manager possesses significant knowledge and experience in one or more areas of human resources support functions, including in-depth knowledge of human resource personnel file organization, management, and disposition/retention policies, particularly in a federal environment. The HR Assistant Manager also is responsible for, and experienced in, the supervision of contractor personnel involved in human resource support function, including planning of personnel resources to staff file centers, audit teams, and other sorts of long- and short-term projects. The HR Assistant Manager possesses strong oral and written communication capabilities.

CLIN 5, Human Resources Specialist He/she shall provide support for human resource programs, among them review and/or maintenance of human resource files. The HR Specialist has prior human resources or equivalent experience as well as a solid grounding in file organization and maintenance procedures. He or she also possesses proven administrative skills relevant to file operations, including alpha/numeric filing skills and fluently with office equipment (such as copiers, scanners, and personnel computers) used in the maintenance of filing systems.

CLIN 6, Staffing Specialist He/she shall provide support for human resource programs, a minimum of five years of experience within the area of assignment is required. Individual have knowledge in all aspects of Federal personnel staffing to ensure consideration and selection of the best qualified candidates for position vacancies. Individual shall have experience in planning and executing actions with minimal supervision top ensure vacancies are filled as expeditiously as possible. Individual shall have the ability to use the computer and software comparable with the office. The individual shall have some experience in the development of position descriptions. The individual shall be familiar with Reduction in Force (RIF) procedures and qualification requirements.

CLIN 7, Classification Specialist He/she shall provide support for human resource programs, a minimum of five years experience in this particular area of assignments is required. Individual will be responsible for all classifications within the assigned area of responsibility, as well as the completion of various projects and reports. Individual shall have experience in planning and executing actions with minimum supervision or on the basis of brief outlines. Assures that

classification actions are taken within legal and procedural guidelines, providing guidance and assistance to other personnel specialist, manager and supervisors within Headquarters on various classification matters. The individual should be familiar with Reduction in Force (RIF) procedures and qualifications.

CLIN 8, Employee Relations Specialist He/she shall provide support for human resource programs, Individual shall possess excellent writing skills for the purpose of drafting award, recommendations and various advisory memoranda. Individual shall be experienced in creating and executing plans for action and milestones with minimal supervision. Individual shall have knowledge in the Government retirement and Benefits software (or equivalent) for computing retirement estimates and military deposits. Individual have in all aspects of the Federal employee retirement system, including law enforcement and 6c provisions. Experiences and knowledge in the handling of grievances and disciplinary actions. Knowledge of Federal employee benefits programs, including Thrift savings Plans, and health and life insurance is desirable. Individual shall have the ability to use the computer and word processing and programs comparable to those utilized in current offices.

CLIN 9, Senior Personnel Specialist He/she shall provide senior level support for human resource programs, Individual shall possess 10 years of experience. These experience could be in the areas of Employee Relations or Benefits Administration, Classification, Staffing or other related human resources areas. Excellent writing skills for the purpose of drafting award, recommendations and various advisory memoranda, classification, and staffing. Individual shall be experienced in creating and executing plans for action and milestones with minimal supervision. Individual shall have knowledge in the Government retirement and Benefits software (or equivalent) for computing retirement estimates and military deposits. Individual have in all aspects of the Federal employee retirement system, including law enforcement and 6c provisions. Experiences and knowledge in the handling of grievances and disciplinary actions. Knowledge of Federal employee benefits programs, including Thrift savings Plans, and health and life insurance is desirable. Individual shall have the ability to use the computer and word processing and programs comparable to those utilized in current offices.

CLIN 10, Human Resources Quality Control Specialist He/she provides file review and audit support for human resource file projects. The HR QC Specialist is experienced with file audit procedures and has the ability to work independently in the performance of audit activities. Further, the HR QC Specialist is able to generate audit reports that details findings and recommend solutions to human resources records management issues.

CLIN 11, Human Resources Records Management Specialist He/she shall provide support for human resource records management programs, including the review and/or maintenance of human resource files. The HR RM Specialist has prior human resources records management or equivalent experience as well as a solid grounding in file organization and maintenance procedures.

CLIN 12, Computer Systems Analyst He/she shall be capable of analyzing computer malfunctions and/or system problems; and providing recommendations and re-design of computerized systems. Shall be capable of troubleshooting individual components of the system and of identifying a variety of hardware and software problems. The position requires specialized experience in systems integration.

CLIN 13. Computer Technician He/she plans layout and installation of new system or modification of existing system. Evaluates factors such as number of department/personnel serviced by the computer equipment. May enter data into computer system by keyboarding material, to store, retrieve, and manipulate data for the analysis of system capabilities and requirements. Monitors equipment performance to ensure system operates in conformance with specifications. Troubleshoots the systems and effects minor repairs to system hardware.

CLIN 14, Information Resources Assistant Responsible for using software packages for designing of spreadsheets and on-line forms and for designing forms for on-line database use. Identifies and uses Internet resources (electronic searching, text retrieval, storage procedures) Internet facilities (Telnet, e-mail, listservs, FTP) and Internet Search aids (Yahoo, Gopher, Hytelnet, etc.). Sets up procedures and work steps for all mechanical and clerical operations. Prepares documents in formats for electronic dissemination, including desktop publishing, bibliographic database management, standard generalized markup language (SGML) and software programs for OGD users.

CLIN 15, Personal Computer (PC) Specialist He/she is capable of performing both hardware and software installations on new and existing PCs. Assists in configuring new PC systems from unassembled major PC components as received from the vendor. Assists in installing expansion boards, disk drives, interface hardware, cable connectors, monitors, printers and other peripheral equipment in accordance with accepted standards and specifications. Assists in required testing of installed hardware and software prior to delivery to end users of new or modified PC configurations

CLIN 16, Personal Computer (PC) Assistant He/she is capable of assisting with both hardware and software installations on new and existing PCs. Assists in configuring new PC systems from unassembled major PC components as received from the vendor. Assists in installing expansion boards, disk drives, interface hardware, cable connectors, monitors, printers and other peripheral equipment in accordance with accepted standards and specifications. Assists in required testing of installed hardware and software prior to delivery to end users of new or modified PC configurations.

CLIN 17, IT Specialist He/she shall have a strong background in application of organization or enterprise-wide set of disciplines for the planning, analysis, design and construction of Information Systems. Uses analytical, engineering and computational techniques, tools and methodology for problem solutions, information systems design, programming, program design and document preparation. Shall have complete knowledge of network functioning including e-mail and voice mail capabilities.

CLIN 18, Network Manager He/she monitors data communications network to ensure that network is available to all systems users and resolves data communications problems. Reviews user procedures to determine if specified steps were taken. Explains user procedures necessary to access system to receive and transmit data. Monitors modems and display screen of system terminal to monitor Local Area Network (LAN) system and to detect error messages that signal malfunctions. Enters diagnostic commands into system/computer to determine nature of problem and reads codes on screen to diagnose problem. Records number of daily data transactions and number of problems and actions taken. Holds a certified network engineer (CNE) designation or has completed significant coursework towards that end.

CLIN 19, Programming Specialist He/she analyzes, codes and documents complex applications for large-scale computer operations/systems and related equipment appropriate to legal and research projects. Performs technical programming tasks, using both standard and non-standard analysis, design and programming methods and techniques. Determines customer requirements for the final program or system. Analyzes problems in terms of such factors as user requirement, input data and form and output data and form, available computer configuration and speed, and overall problem-schedule requirements. Advises on computer/system requirements and limitations to help define system needs.

CLIN 20, Network Technician Performs any combination of following duties to provide technical support of IT network. Reviews completed projects or computer programs to ensure that goals are met. Evaluate work load and capacity of IT network to ensure that goals are met

and that programs are compatible with other programs already in use. Makes recommendations for improvements in network systems. Evaluates and tests vendor-supplied software packages for network or computers to determine compatibility with existing systems/applications. Assists network users to resolve computer-related problems.

CLIN 21, Software Engineer Researches, designs and develops computer software systems, in conjunction with hardware specialists. Analyzes software requirements to determine feasibility of design within time and cost constraints. Consults with hardware and other IT engineering personnel to evaluate the interface between hardware and software and operational and performance requirements of the overall system. Formulates and designs software system using scientific analysis and mathematical models to predict outcome and consequences of design.

CLIN 22, Communication/Computer Specialist Researches, tests, evaluates and recommends data communications hardware and software. Identifies areas of operation that need upgraded equipment, such as modems, fiber optic cables and telephone wires. Read technical manuals, brochures and vendor-supplied product information to determine which equipment meets system requirements. Tests and evaluates hardware and software to determine efficiency, reliability and compatibility with existing systems/network. Develops and writes procedures for installation, use and solving problems of communications hardware and software. Inspects communications cables and wires.

CLIN 23, System Development Engineer Researches tests and evaluates applications hardware before installing on networks/systems. Possesses strong background in systems analysis, network or software design, administration, requirement analysis, or systems/applications software development. Guides users in formulating requirements, advise on alternative approaches, conduct feasibility studies, perform system/network design and/or administration.

CLIN 24, LAN/WAN Manager Monitors network communications to ensure that network is available to all system users and resolves data communications problems. Receives communications from users with data communications problems. Enters diagnostic commands into computer to determine nature of problem and reads codes on screen to diagnose problem. Read technical manuals, vendor-supplied materials and other technical information to determine source of problems before attempting a solution. Calls Network Technicians for service when problem cannot be resolved.

CLIN 25, Applications Engineer Researches and develops new applications to meet users requirements. Converts scientific, engineering and other technical problem formulations to format processable by computer. Resolves symbolic formulations, prepares flow charts and block diagrams and encodes resultant equations for processing. Confers with other engineering and technical personnel to resolve problems of intent, inaccuracy or feasibility of computer processing. Develops new application subroutines or expands program to simplify statement, programming or coding of future problems.

CLIN 26, LR Specialist The Labor Relations Specialist(s) shall possess excellent writing skills for the purpose of preparing documents for third party review, recommendations to management on actions, and various advisory memoranda. Individual(s) shall be experienced in creating and executing plans for action and milestones with minimal supervision. Individual(s) shall have knowledge in all aspects of the Federal labor relations. They shall have a minimum of five years of experience within the area of assignment.

In addition to the experience requirement described above, the Labor Relations Specialist shall clearly possess the following knowledge and skills; In-depth knowledge of a wide range of labor relations related issues that include, but are not limited to negotiations, pre-decisional involvement, Federal Labor Relations Board activities and decisions, general labor relations, etc; Expert knowledge of case law in the aforementioned areas to ensure management actions are not only procedurally correct but also meet the requirements set forth by third party agencies as well as courts; Mastery of fundamental technical concepts combined with the ability to recognize and represent management needs without compromising fundamental principles; Ability to function as a technical expert and make decisions independent of the supervisor; Ability to meet and deal with all levels of employees, including key management officials or their representatives, on problems. Ability to reconcile conflicting technical viewpoints by explaining and gaining acceptance of underlying principles; Experience working with organizations that are dynamic because of major program changes or changing concepts of mission and operations due to political or public concern.

CLIN 27, IT Assistant The Information Technology Assistant shall have a minimum of two years of experience in each of the software packages which demonstrates the ability to develop systems using Microsoft Access and complex spread sheets using Microsoft Excel. The Information Technology Assistant shall provide basic automation support for human resource programs, including the development of databases and basic systems using Microsoft Access. In addition, the Information Technology Assistant shall have the ability to develop complex spreadsheets using Microsoft Excel.

CLIN 28, HR Assistant He/she shall assist other HR personnel by performing human resources assistance work requiring substantial knowledge of HR terminology, requirements, procedures, operations, functions, and regulatory policy and procedural requirements applicable to HR

transactions. The work does not require the broad knowledge of Federal HR systems or the depth of knowledge about HR concepts, principles, and techniques that are characteristic of the recognized HR specialist positions. However this individual shall have experience in office administration, using automated word processing graphics systems, spreadsheet applications and developing graphic/artistic presentations for publications and documents as required. The HR Assistant shall have a minimum of two years of office administrative experience.

CLIN 29, Senior Systems Analyst/Task Leader At least 10 years of experience of providing analytical support to Federal Personnel/Payroll and/or related systems, as well as at least 5 years of project management experience. Understanding of Federal payroll/HR is required and experience with Federal HR/PAY systems is mandatory. Operates with a high level of research skills and problem solving analysis.

CLIN 30, Senior Systems Analyst At least 10 years of experience of providing analytical support to Federal Personnel/Payroll and/or related systems. Understanding of Federal payroll/HR is required and experience with Federal HR/PAY systems is mandatory. Operates with a high level of research skills and problem solving analysis.

CLIN 31, Systems Analyst At least 5 years of experience of providing analytical support to Federal Personnel/Payroll and/or related systems. Understanding of Federal payroll/HR is required and experience with Federal HR/PAY systems is mandatory. Operates with a high level of research skills and problem solving analysis.

CLIN 32, Senior Payroll Specialist At least 10 years of functional expertise and analytical experience supporting Federal Payroll Operations. At least 10 years of experience redesigning business processes to support organizational and/or operational changes. Experience redesigning payroll or HR business processes is desirable but not mandatory. Specialties should include areas such as Federal retirements and processing back pay cases

CLIN 33, Payroll Specialist At least 5 years of functional expertise and analytical experience supporting Federal Payroll Operations. At least 5 years of experience redesigning business processes to support organizational and/or operational changes. Experience redesigning payroll or HR business processes is desirable but not mandatory. Specialties should include areas such as Federal retirements and processing back pay cases.

CLIN 34, Senior HR Consultant He/she shall be responsible for performing, but not necessarily limited to, the following duties: Serving as primary point of contact to assigned program offices; providing advisory services and assistance in the area of personnel management (This involves identifying deficiencies and making document requests to the assigned offices to obtain items missing from official personnel records); performing Human Resources functions in areas of Federal Staffing and personnel classification activities for both excepted and competitive service employees (This includes classifying positions rating/ranking potential employees, writing crediting plans, advertising positions in journals, newspaper ads and other platforms for filling jobs); distributing SF-50 Forms to the appropriate offices; conducting QC audits to ensure that incoming personnel records are accurate and complete prior to placement in agency files; and providing status reports of actions received to date; design, develop, and implement automated records management systems and procedures to ensure the timely and legally compliance handling of personnel records; analyze and recommend appropriate HR digital imaging and retrieval systems; conduct other studies or analyses to identify problems and solutions relative to the agency's management of personnel records.

CLIN 35, HR Consultant He/she shall be responsible for performing, but not necessarily limited to, the following duties: Providing advisory services and assistance in the area of personnel management (This involves identifying deficiencies and making document requests to the assigned offices to obtain items missing from official personnel records); performing Human Resources functions in areas of Federal Staffing and personnel classification activities for both excepted and competitive service employees (This includes classifying positions rating/ranking potential employees, writing crediting plans, advertising positions in journals, newspaper ads and other platforms for filling jobs); distributing SF-50 Forms to the appropriate offices; conducting QC audits to ensure that incoming personnel records are accurate and complete prior to placement in agency files; and providing status reports of actions received to date; design, develop, and implement automated records management systems and procedures to ensure the timely and legally compliance handling of personnel records; analyze and recommend appropriate HR digital imaging and retrieval systems; conduct other studies or analyses to identify problems and solutions relative to the agency's management of personnel records.