Task Areas	
Sub Task (not all inclusive of each task area)	
Business Process Reengineering (BPR)	
Business Case Analysis	Gap Analysis
Functional Requirements Decomposition	Risk Management
IT Capital Planning	Workflow Analysis
Information Systems Security	
Computer Security Awareness and Training	Information, System, Data, and Physical Security
Computer Security Incident Response	Mainframe Automated Information Security Support
Information Assurance	
Disaster Recovery	Security Architecture Design
Continuity Of Operations	Security Hardening
Contingency Planning	Secure Video Teleconferencing
Remote Monitoring/Intrusion Detection	System Certification and Accreditation (DITSCAP)
Information Technology Services	
Biometrics	Legacy Systems Modernization
Configuration Management	Performance Benchmarking / Performance Measurements
Capacity Management	Simulation and Modeling
Computer Aided Design/Engineering/Management (CAD/CAE/CAM)	Software/Middleware Development
Computer Systems Administration, Management and Maintenance	Source Data Development
Design/Specifications for Information Systems	Statistical Analysis
Data and/or Media Management	Systems Development and Software Maintenance
Database Applications Development	Systems Programming
Design/Specifications for Information Dissemination	Video Teleconferencing
DODAF Based Operational & System Architecture Design & Development	Voice over Internet Protocol (VOIP)
Economic / Business Case Analysis (Cost/Benefit and Risk)	Web and Computer Systems Decision Support Tools
Independent Validation and Verification (IV&V)	Web Enabled Applications
Internet/Intranet/Web Applications/Network Computing	
Enterprise Design, Integration, and Consolidation	
Information and Knowledge Engineering	Requirements Analysis
Integrated Solutions Management	Reverse Engineering
Knowledge Engineering/Management	Software Engineering
Market Research and Prototyping	Software Life Cycle Management
Measuring Return on Investment (ROI)	Systems Integration
Earned Value	Technology Insertion
Compliance with Interoperability Standards	Test and Evaluation
Product Integration	Wireless Networking
Reliability and Maintainability	
Education/Training	
User Training	Instructional Design, and Modeling & Simulation
Wargaming, Experimentation, Scenario Design & Execution	Design & Execution of Computer-generated Imaging Training
Program/Project Management	
Strategic Enterprise IT Policy and Planning	IT Project Cost & Schedule Management
Change Management	IT Strategic Planning
Program Assessments and Studies	Management/Administrative Support/Data Entry

Task Areas	
Sub Task (not all inclusive of each task area)	
IT Strategic Planning Program Assessment and Studies	Deployment Management
Systems Operation and Maintenance	
Computer Center Technical Support	Licensing Support
Commercial Off-the-Shelf Software Products and Support	Software License Management
Computer Systems Administration	Legacy Systems Maintenance
Computer Systems Facilities Management and Maintenance	
Network Management	
Help Desk Support	Property Management
Desktop Support	
Network Support	
Network and Telecommunications Infrastructure Support	Seat Management / Asset Management
Office Automation Support	

ID #	Job Title	Job Description
001	Program Manager - Senior	Description: Under indirect supervision, oversees the operational planning, establishment, execution, and evaluation of a multifaceted program/project typically consisting of a set of closely related subprograms or associated activities. Oversees fiscal, operational, administrative, and human resources management of the program; seeks and develops outside funding sources, serves as principal point of representation and liaison with external constituencies on operational matters, and provides day-to-day technical/professional guidance and leadership as appropriate to the area of expertise.
002	Program Manager - Intermediate	Description: Under general direction, oversees the operational planning, establishment, execution, and evaluation of a multifaceted program/project typically consisting of a set of closely related subprograms or associated activities. Oversees fiscal, operational, administrative, and human resources management of the program; seeks and develops outside funding sources, serves as principal point of representation and liaison with external constituencies on operational matters, and provides day-to-day technical/professional guidance and leadership as appropriate to the area of expertise.
003	Program Manager - Associate	Description: Under immediate supervision, oversees the operational planning, establishment, execution, and evaluation of a multifaceted program/project typically consisting of a set of closely related subprograms or associated activities. Oversees fiscal, operational, administrative, and human resources management of the program; seeks and develops outside funding sources, serves as principal point of representation and liaison with external constituencies on operational matters, and provides day-to-day technical/professional guidance and leadership as appropriate to the area of expertise.
004	Project Manager - Senior	Description: Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.
005	Project Manager - Intermediate	Description: Under general direction, responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.
006	Project Manager - Associate	Description: Under direct supervision, responsible for assigned aspects of the development and implementation of assigned projects and provides a single point of contact for those aspects. Interfaces with all areas affected by the project including end users, computer services, and client services. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Recommends action to direct the analysis and solutions of problems.
007	Project Planning Manager	Description: Manages technical projects of a medium to high priority. Responsible for meeting budget and time goals. Supervises activities of medium sized (15-25) multi-disciplinary team. Typically has 8-10 years of progressive business experience including management of projects. Reports to the Project Director or to the Corporate IT Planning Director.
008	Project Administrator	Description: Responsible for managing technical projects with strategic impact across the organization. Negotiates support from management, securing both financial and technical resources. Manages a multi-disciplinary team of 25 or more. Assesses opportunities, impacts and risks, develops and implements complex/new solutions.

ID #	Job Title	Job Description
009	Project Engineer - Senior	Description: Under general direction, has duties of instructing, directing, and checking the work of other project engineers. Responsible for the completion of assigned engineering projects within budgetary and scheduling guidelines. Leads a group of engineers, analysts, and/or technicians assigned for the duration of a project or may function as ongoing lead within a group of engineers associated with one or more technical areas within the telecom function (such as, but not limited to, network design, engineering, implementation, or operations/user support). Does not have formal supervisory responsibilities, although may provide input for (project) team member performance appraisals.
010	Project Engineer - Intermediate	Description: Under general supervision, has duties of instructing, directing, and checking the work of other project engineers. Responsible for the completion of assigned engineering projects within budgetary and scheduling guidelines. Leads a group of engineers, analysts, and/or technicians assigned for the duration of a project or may function as ongoing lead within a group of engineers associated with one or more technical areas within the telecom function (such as, but not limited to, network design, engineering, implementation, or operations/user support). Does not have formal supervisory responsibilities, although may provide input for (project) team member performance appraisals.
011	Project Engineer - Associate	Description: Under direct supervision, has duties of instructing, directing, and checking the work of other project engineers. Responsible for the completion of assigned engineering projects within budgetary and scheduling guidelines. Leads a group of engineers, analysts, and/or technicians assigned for the duration of a project or may function as ongoing lead within a group of engineers associated with one or more technical areas within the telecom function (such as, but not limited to, network design, engineering, implementation, or operations/user support). Does not have formal supervisory responsibilities, although may provide input for (project) team member performance appraisals.
012	Quality Assurance Analyst - Senior	Description: Under general direction, carries out procedures to ensure that all information systems products and services meet organization standards and end-user requirements. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Documents and works to resolve all complex problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Acts as information resource about assigned areas to technical writers and other Quality Assurance Analysts. Performs complex workflow analysis and recommends quality improvements.
013	Quality Assurance Analyst - Intermediate	Description: Under general supervision, carries out procedures to ensure that all information systems products and services meet minimum organization standards and end-user requirements. Thoroughly tests software to ensure proper operation and freedom from defects. Documents and works to resolve all problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Performs workflow analysis and recommends quality improvements.
014	Quality Assurance Analyst - Associate	Description: Under direct supervision, carries out procedures to ensure that all information systems products and services meet organization standards and end-user requirements. Assists in the testing of software to ensure proper operation and freedom from defects. Documents and works to resolve basic problems. Reports progress on problem resolution to management. This position is staffed by beginners who have had sufficient educational background and/or experience to qualify them to start in quality assurance analysis.
015	Client/Server Network Architect	Description: Top-level technical expert responsible for design and development of a client/server environment. Develops strategy of client/server system and the design infrastructure necessary to support that strategy. Advises on selection of technological purchases with regards to processing, data storage, data access, and applications development. Sets standards for the client/server relational database structure for the organization (SQL, ORACLE, SYBASE, etc.). Advises of feasibility of potential future projects to management.
016	Software Architect	Description: Works independently designing and developing new software products or major enhancements to existing software. May lead a large development team in design of highly complex software systems. Acts as highest-level technical expert, addressing problems of systems integration, compatibility, and multiple platforms. Responsible for project completion. Performs feasibility analysis on potential future projects to management.

ID #	Job Title	Job Description
017	Systems Engineer - Senior	Description: Under general direction, performs high-level systems analysis, evaluation, design, integration, documentation, and implementation of very complex application that require a thorough knowledge of administrative, and technical skills. Directs and participates in all phases of system development with emphasis on planning, analysis, evaluation, integration, testing and acceptance phases (IV&V and DT&E). Applies higher-level business or technical principles and methods to very difficult technical problems to arrive at automated engineering solution. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepare and deliver presentations and briefings as required by the Task Order. May be required to serve as Task Leader. Responsible for ensuring the quality and services delivered for particular task(s) for which this skill is performing the Task Leader position.
018	Systems Engineer - Intermediate	Description: Under general supervision, performs high-level systems analysis, evaluation, design, integration, documentation, and implementation of very complex application that require a thorough knowledge of administrative and technical skills. Directs and participates in all phases of system development with emphasis on planning, analysis, evaluation, integration, testing and acceptance phases (IV&V and DT&E). Applies higher-level business or technical principles and methods to very difficult technical problems to arrive at automated engineering solution.
019	Systems Engineer - Associate	Description: Under direct supervision assists in performing systems analysis, evaluation, design, integration, documentation, and implementation of applications that require comprehensive knowledge and technical skills.
020	Managed Systems Engineer - Senior	Description: Under general direction, performs duties such as site surveys, architecture design, system evaluation, system analysis, and infrastructure assessment. The managed system engineer shall perform duties on tasks that require expertise in system/processor architecture, wired for management baseline, desktop management interface, SNMP, client/server architecture, operating systems, software applications, network protocols, routers, switches, remote access servers, and firewalls.
021	Managed Systems Engineer - Intermediate	Description: Under general supervision, performs duties such as site surveys, architecture design, system evaluation, system analysis, and infrastructure assessment. Performs duties on tasks that require expertise in system/processor architecture, wired for management baseline, desktop management interface, SNMP, client/server architecture, operating systems, software applications, network protocols, routers, switches, remote access servers, and firewalls.
022	Managed Systems Engineer - Associate	Description: Under direct supervision, assists in site surveys, architecture design, system evaluation, system analysis, and infrastructure assessment.
023	Applications Systems Analyst - Senior	Description: Under general direction, formulates/defines system scope and objectives based on user needs. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Prepares detailed specifications from which programs will be written. Analyzes and revises existing system logic difficulties and documentation as necessary. Competent to work at the highest technical level of all phases of applications systems analysis activities. May use CASE tools.
024	Applications Systems Analyst - Intermediate	Description: Under general supervision, formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Prepares detailed specifications from which programs will be written. Analyzes and revises existing system logic difficulties and documentation as necessary. Competent to work on most phases of applications systems analysis activities, but requires instruction and guidance in other phases. May use CASE tools.
025	Applications Systems Analyst - Associate	Description: Under immediate supervision, assists in research and fact-finding to develop or modify information systems. Assists in preparing detailed specifications from which programs will be written. Analyzes and revises existing system logic difficulties and documentation as necessary. May use CASE tools.
026	Software Engineer - Senior	Description: Under general direction, conducts or participates in multidisciplinary research and collaborates with equipment designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems software. Determines computer user needs; advises hardware designers on machine characteristics that affect software systems such as storage capacity, processing speed, and input/output requirements; designs and develops compilers and assemblers, utility programs, and operating systems.

ID #	Job Title	Job Description
027	Software Engineer - Intermediate	Description: Under general supervision, conducts or participates in multidisciplinary research and collaborates with equipment designers and/or hardware engineers in the planning, design, development, and utilization of electronic data processing systems software. Determines computer user needs; advises hardware designers on machine characteristics that affect software systems such as storage capacity, processing speed, and input/output requirements; designs and develops compilers and assemblers, utility programs, and operating systems.
028	Software Engineer - Associate	Description: Under direct supervision, assists in designing and developing compilers and assemblers, utility programs, and operating systems.
029	Applications Programmer - Senior	Description: Under general direction, devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Designs, codes, tests, debugs and documents those programs. Competent to work at the highest technical level of all phases of applications programming activities. Note: This position does not perform systems analysis functions.
030	Applications Programmer - Intermediate	Description: Under general supervision, modifies moderately complex applications programs from detailed specification. Codes, tests, debug, and documents and maintains those programs. Competent to work on most phases of applications programming activities, but requires instruction and guidance in phases. Note: This position does not perform systems analysis functions.
031	Applications Programmer - Associate	Description: Under immediate supervision, modifies applications programs from detailed specifications. Codes, tests, debugs, documents and maintains those programs This level is staffed by beginners who have had sufficient educational background and/or experience to qualify them to start in applications programming. Note: This position does not perform systems analysis functions.
032	IT Certified Professional - Senior	Description: Under general direction, responsible for the most complex testing and analysis of all elements of the network facilities including: power, software, communications devices, lines, modems and terminals. Monitors and controls the performance and status of the network resources. May function in a lead capacity within the department. Provides guidance and direction for less experienced personnel.
033	IT Certified Professional - Intermediate	Description: Under general supervision, responsible for moderately complex tasks typically relating to network monitoring, operations, installation or maintenance. Handles routine network activities and identifies and resolves routine network problems.
034	IT Certified Professional - Associate	Description: Under direct supervision, assists in monitoring and responding to technical control facility hardware and software problems utilizing hardware and software testing tools and techniques. May provide LAN server support. May assist installing terminals and associated hardware. Requires knowledge of data scopes, patch panels, modems, concentrators, and associated terminal and network management software.
035	Seat Management Administrator	Seat Management Administrator. The seat management administrator shall perform duties such as configuration management, infrastructure management, asset management, help desk, system analysis, and infrastructure assessment. The seat management administrator shall perform duties on tasks that require expertise in system/processor architecture, wired for management baseline, desktop management interface, SNMP, client/server architecture, operating systems, software applications, network protocols, routers, switches, remote access servers, and firewalls.
036	Configuration Management (CM) Speciali	Description: Under general direction, responsible for effectively tracking, logging, categorizing, and maintaining changes made against the accepted Army baseline(s) standards. Develops, distributes, and tracks all change packages resulting from approved Configuration Control Board action. Trains personnel by conducting workshops and seminars on the proper methodology to maintain a proactive CM program. Provides daily support and direction to staff as to change status requirements, deadlines, and problems.
037	Configuration Management (CM) Speciali	Description: Under immediate supervision, responsible for effectively tracking, logging, categorizing, and maintaining changes made against the accepted Army baseline(s) standards. Develops, distributes, and tracks all change packages resulting from approved Configuration Control Board action.
038	Configuration Management (CM) Speciali	Description: Under immediate supervision, distributes and tracks all change packages resulting from approved Configuration Control Board action. Provides daily support to staff as to change status requirements, deadlines, and problems.

ID #	Job Title	Job Description
039	Computer Operator - Senior	Description: Under general direction, monitors and controls one or more servers by operating the central console or on-line terminals. Studies program operating instruction sheets to determine equipment setup and run operations. Continuously observes the operation of the console panel, storage devices, printers, and the action of the console printer to monitor the system and determine the point of equipment or program failure. Manipulates controls in accordance with standard procedures to rearrange sequence of job steps to continue operations when individual units of the system malfunction. Confers with software systems engineering or applications programming personnel in the event errors require a change of instructions or sequence of operations. Maintains operating records such as machine performance and production reports. Competent to work at the highest level of all computer operations phases.
040	Computer Operator - Intermediate	Description: Under general supervision, monitors and controls a computer by operating the central console or on-line terminals. May operate auxiliary equipment directly associated with the computer. May maintain records regarding output units and supply inventories. May assist in manipulating controls to rearrange sequence of job steps to continue operations when individual units of the system malfunction. Competent to work on most phases of computer operations, but still may require some instruction and guidance for other phases.
041	Computer Operator - Associate	Description: Under immediate supervision, assists in performing routine tasks associated with operating a computer in accordance with detailed instructions.
042	Information Assurance Engineer - Senior	Description: Under general direction, responsible for all activities relating to information assurance procedures and systems. Develops information systems assurance programs and control guidelines. Confers with and advises subordinates on administrative policies and procedures and resolving technical problems, priorities, and methods. Consults with and advises other sections regarding internal controls and security procedures. Prepares activity and progress reports relating to the information systems audit function.
043	Information Assurance Engineer - Interme	Description: Under general supervision, develops information systems assurance programs and control guidelines, assists in resolving technical problems, priorities, and methods.
044	Information Assurance Engineer - Associa	Description: Under general supervision, audits new and existing information systems applications to ensure that appropriate controls exist, that processing is efficient and accurate, and that systems procedures are in compliance with corporate standards
045	Information Systems Auditor - Senior	Description: Under general direction, audits the most complex new and existing information systems applications to ensure that appropriate controls exist, that processing is efficient and accurate, and that information systems procedures are in compliance with corporate standards. Competent to work at the highest level of all phases of information systems auditing.
046	Information Systems Auditor - Intermediat	Description: Under general supervision, audits moderately complex new and existing information systems applications to ensure that appropriate controls exist, that processing is efficient and accurate, and that systems and procedures are in compliance with corporate standards. Competent to work on most phases of information systems auditing.
047	Information Systems Auditor - Associate	Description: Under direct supervision, carries out routine phases of the systems audit function. Assists in the auditing of new and existing information systems applications to ensure that appropriate controls exist, that processing is efficient and accurate, and that systems and procedures are in compliance with corporate standards. Staffed by skilled employees who have had sufficient educational background and/or experience in information systems auditing.
048	Data Security Analyst - Senior	Description: Under general direction, performs all procedures necessary to ensure the safety of information systems assets and to protect systems from intentional or inadvertent access or destruction. Interfaces with user community to understand their security needs and implements procedures to accommodate them. Ensures that user community understands and adheres to necessary procedures to maintain security. May require familiarity with domain structures, user authentication, and digital signatures. Conducts accurate evaluation of the level of security required. May require understanding of firewall theory and configuration. Must be able to weigh business needs against security concerns and articulate issues to management. Frequently reports to a Data Security Administration Manager.

ID #	Job Title	Job Description
049	Data Security Analyst - Intermediate	Description: Under general supervision, performs all procedures necessary to ensure the safety of information systems assets and to protect systems from intentional or inadvertent access or destruction. Interfaces with user community to understand their security needs and implements procedures to accommodate them. Ensures that user community understands and adheres to necessary procedures to maintain security. May require familiarity with domain structures, user authentication, and digital signatures. Conducts accurate evaluation of the level of security required. May require understanding of firewall theory and configuration. Frequently reports to a Data Security Administration Manager.
050	Data Security Analyst - Associate	Under direct supervision, performs all procedures necessary to ensure the safety of information, systems assets and to protect systems from intentional or inadvertent access or destruction. Interfaces with user community to understand their security needs and implements procedures to accommodate them. Ensures that user community understands and adheres to necessary procedures to maintain security. Conducts accurate evaluation of the level of security required. Provides management with status reports. Frequently reports to a Data Security Administration Manager.
051	Disaster Recovery/COOP/Contingency A	Description: Responsible for preparing contingency plans for system software, hardware, and applications for the organization. Implements procedures to ensure business applications continue to function through disruptive incidents within an organization. Develops and maintains various security controls to protect technology assets from internal or inadvertent modification, disclosure or destruction. Provide reports to supervisors regarding effectiveness of data security and make recommendations for the adoption of new procedures. Oversees and facilitates the preparation of an organization-wide business resumption plan. Responsible for ensuring the business resumption plan adequately addresses the organization's requirements and established timeframes. Responsible for day-to-day security administration of the organization's data systems and data networks including systems access administration.
052	Information Security Specialist - Senior	Description: Under general direction, uses current information security technology disciplines and practices to ensure the confidentiality, integrity and availability of corporate information assets in accordance with established standards and procedures. Develops and maintains knowledgebase on changing regulatory, threat, and technology landscapes to continually develop or maintain security policies and standards, and ensure compliance throughout the organization.
053	Information Security Specialist - Intermed	Description: Under general supervision, uses current information security technology disciplines and practices to ensure the confidentiality, integrity and availability of corporate information assets in accordance with established standards and procedures. Develops and maintains knowledgebase on changing regulatory, threat, and technology landscapes to continually develop or maintain security policies and standards, and ensure compliance throughout the organization.
054	Information Security Specialist - Associate	Description: Under direct supervision, assists in developing and maintaining knowledgebase on changing regulatory, threat, and technology landscapes to continually develop or maintain security policies and standards, and ensure compliance throughout the organization.
055	Systems Administrator - Senior	Description: Under general direction, responsible for activities related to system administration. Assigns personnel to various projects, directs their activities, and evaluates their work. Ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization. Responsible for the installation, maintenance, configuration, and integrity of computer software. Implements operating system enhancements that will improve the reliability and performance of the system.

ID #	Job Title	Job Description
056	Systems Administrator - Intermediate	Description: Under general supervision, responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Develops and promotes standard operating procedures. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration database/library of all supporting documentation.
057	Systems Administrator -Associate	Description: Under direct supervision, maintains integrity of the operating system environment. Performs system software upgrades including planning and scheduling, testing, and coordination. Performs workstation and server administration setup. Coordinates disk space planning and management. Maintains growth statistics, space forecasts, tape libraries, and software and hardware inventories. Performs data backups and recoveries. Monitors and maintains continuity with system software licensing and maintenance agreements. Provides recommendations regarding hardware and system software planning and budgeting. Maintains production change control schedule and participates in change control.
058	Database Administrator	Description: Participates in the design, creation, and maintenance of computerized databases. Responsible for the quality control and auditing of databases to ensure accurate and appropriate use of data. Works with management to develop database strategies to support organization requirements. Consults with and advises users on access to various databases. Works directly with users to resolve data conflicts and inappropriate data usage. Directs the maintenance and use of the corporate data dictionary.
059	Database Analyst/Programmer - Senior	Description: Under general direction, designs, implements and maintains complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, and integration of systems through database design. Competent to work at the highest level of all phases of database management.
060	Database Analyst/Programmer - Intermed	Description: Under general supervision, designs, implements, and maintains moderately complex databases. Includes maintenance of database dictionaries and integration of systems through database design. Competent to work on most phases of database administration, but may require some instruction and guidance in other phases.
061	Database Analyst/Programmer - Associat	Description: Under direct supervision, assists in the implementation and maintenance of databases.
062	Database Librarian	Description: Under general supervision, enters and maintains data dictionary information, data keyword lists, and dictionary forms. Reviews all information to be entered into the dictionary to assure adherence to standards and to ensure that all requirements are met. Maintains current library of each processing system's information recorded in the dictionary.
063	Data Warehousing Project Manager	Description: Works in a data warehouse environment that includes data design, database architecture, metadata and repository creation. Responsible for leading data warehouse team in development and enhancements of the data warehouse user interface. Establishes user requirements. Creates new standards and procedures related to end user and internal interface development. Works with Data Architect on technical issues and system architecture definition. Translates high-level work plans and converts to detailed assignments for team members. Monitors status of assignments, and reviews work for completion/quality.
064	Data Architect	Description: Works in a data warehouse environment that includes data design, database architecture, metadata and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Responsible for developing data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Conducts data cleaning to rid the system of old, unused, or duplicate data. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.

ID #	Job Title	Job Description
065	Data Warehouse Analyst	Description: Works in a data warehouse environment that includes data design, database architecture, metadata and repository creation. Reviews data loaded into the data warehouse for accuracy. Responsible for the development, maintenance and support of an enterprise data warehouse system and corresponding data marts. Troubleshoots and tunes existing data warehouse applications. Conducts research into new data warehouse applications and determines viability for adoption. Assists in establishing development standards. Evaluates existing subject areas stored in the data warehouse. Incorporated existing subject areas into an enterprise model. Creates new or enhanced components of the data warehouse.
066	Data Warehousing Programmer	Description: Under general supervision, responsible for product support and maintenance of the data warehouse. Performs data warehouse design and construction. Codes and documents scripts and stored procedures. Designs and implements data strategy methods. Develops appropriate programs and systems documentation. Assists with metadata repository management. Prepares and implements data verification and testing methods for the data warehouse. Creates index and view scripts.
067	Data Warehousing Administrator	Description: Under general supervision, coordinates the data administration technical function for both data warehouse development and maintenance. Plans and oversees the technical transitions between development, testing, and production phases of the workplace. Facilitates change control, problem management, and communication among data architects, programmers, analysts, and engineers. Establishes and enforces processes to ensure a consistent, well managed, and well-integrated data warehouse infrastructure. Expands and improves data warehouse to include data from all functions of the organization using data manipulation, transformation, and cleansing tools.
068	Help Desk Coordinator	Description: Responsible for ensuring the timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution and follow-up steps. Requires experience and understanding of MIS environment. Is able to resolve less complex problems immediately, while more complex problems are assigned to second level support or supervisor. Typically involves use of problem management database and help desk system. May provide guidance/training for less experienced personnel.
069	Help Desk Support Service Specialist - Se	Description: Under general direction, provides second-tier support to end-users for PC, server, mainframe applications, and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and highest level of technical skill in field of expertise.
070	Help Desk Support Service Specialist - In	Description: Under general supervision, provides second-tier support to end-users for PC, server, mainframe applications and hardware. Handles problems that the first-tier of help desk support is unable to resolve. May interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Maintains currency and high level of technical skill in field of expertise. Escalates more complex problems to Senior Level.
071	Help Desk Support Service Specialist - As	Description: Under direct supervision, provides support to end-users for PC, server or mainframe applications, and hardware. May interact with network services, software systems engineering and/or applications development to restore service and/or identify and correct core problems. Simulates or recreates user problems to resolve operating difficulties. Recommends systems modifications to reduce user problems. Refers more complex problems to intermediate and/or senior level.
072	PC Support Manager	Description: Responsible for overall personal computer activity. Establishes and implements PC policies, procedures and standards, and ensures their conformance with information systems goals and procedures. Studies and projects PC resource requirements including personnel, software, equipment and facilities, and makes recommendations to management. Maintains currency in new developments and technology. Provides for the training of department staff and end users. Directs setup and maintenance of library and materials for end user reference and reviews department staff. Ensures that security procedures are implemented and enforced. Provides leadership in the effective use of internal data processing, automated office systems and data communications. May also manage LAN services.

ID #	Job Title	Job Description
073	PC Systems Specialist	Description: Under general supervision, performs analytical, technical and administrative work in the planning, design and installation of new and existing personal computer systems. Works on moderately complex applications. Confers with end users to determine types of hardware and software required. Writes programs to fulfill requirements or selects appropriate off-the-shelf software and modifies to suit. May maintain or utilize telecommunications protocols. Installs new hardware and maintains existing hardware. Trains end users in use of equipment and software.
074	PC Maintenance Technician	Description: Under direct supervision, performs general maintenance tasks, troubleshoots and repairs computer systems and peripheral equipment located throughout the organization. Maintains an adequate spare parts inventory of systems, subsystems, and component parts used in repair work. Prepares progress reports for all work performed. Receives work direction from supervisor on work priorities and daily assignments. Frequently reports to a PC Support Manager.
075	Web Project Manager	Description: Responsible for web strategy and operations. Develops business plan and annual budget for website function. Accountable for buget, staff planning, management, and products and service delivery. Oversees operational activities of the website(s) with specific attention aimed at content creation and website maintenance.
076	Web Designer - Senior	Description: Under general direction, designs and builds web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications. Requires understanding of web-based technologies and thorough knowledge of HTML, PhotoShop, Illustrator, and/or other design-related applications.
077	Web Designer - Intermediate	Description: Under general supervision, designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications. . Develops applications based on current, new and future net-based applications. Requires significant graphics and design experience as well as HTML knowledge.
078	Web Designer - Associate	Description: Under direct supervision assists in designing and developing user interface features, site animation, and special-effects elements. Assists in designing the website to support the organization's strategies and goals relative to external communications. Requires graphics and design experience as well as HTML knowledge.
079	Web Software Developer - Senior	Description: Under general direction, designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and client requirements. Requires strong navigation and site-design instincts.
080	Web Software Developer - Intermediate	Description: Under general supervision, develops, codes, tests, and debugs new software and enhancements to existing web software. Competent to work on fairly complex programs with guidance. Works with technical staff to understand problems with web software and resolve them.
081	Web Software Developer - Associate	Description: Under direct supervision, assists in developing, coding, testing, and debugging new software and enhancements to existing web software.
082	Web Technical Administrator	Description: In role of onsite administrator, responsible for achieving overall technical integrity of organization's website. Maintains and upgrades hardware and software including website technical architecture related to hardware and telecommunication connectivity. Administers e-mail, chat, and FTP services. Communicates router configuration changes and troubleshoots system errors and bugs. Maintains servers, creates monitoring reports and logs, and ensures functionality of links. Monitors site for acceptable performance and user accessibility. Establishes backups and monitors site security.

ID #	Job Title	Job Description
083	Web Content Administrator	Description: Responsible for developing and providing content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision-making. Responsible for managing/performing website editorial activities including gathering and researching information that enhances the value of the site. Locates, negotiates, and pursues content. Seeks out customers to gather feedback for website improvement and enhancements. Requires experience in production management, web page design, HTML, and web graphics types and standards.
084	Network Administrator - Senior	Description: Under general direction, responsible for the acquisition, installation, maintenance and usage of the company's local area network. Studies contractor products to determine those which best meet company needs; assists in presentation of information to management resulting in purchase and installation of hardware, software, and telecommunication equipment. Manages network performance and maintains network security. Ensures that security procedures are implemented and enforced. Installs all network software. Evaluates, develops and maintains telecommunications systems. Troubleshoots network problems. Establishes and implements network policies, procedures and standards and ensures their conformance with information systems and company's objectives. Trains users on network operation.
085	Network Administrator - Intermediate	Description: Under general supervision, responsible for the acquisition, installation, maintenance, and usage of the organization's local area network. Manages network performance and maintains network security. Ensures that security procedures are implemented and enforced. Installs all network software. Evaluates, develops and maintains telecommunications systems. Troubleshoots network problems. Establishes and implements network policies, procedures, and standards and ensures their conformance with information systems and organization objectives. Trains users on network operation. Frequently reports to a PC support manager or Senior network Administrator.
086	Network Administrator - Associate	Description: Under direct supervision, assists in the installation, maintenance, and usage of the organization's local area network. Assists in the establishment of network procedures regarding access methods and time, security validation checks, and documentation. Maintains network software and hardware inventories. Researches software and hardware issues regarding the network. Inform users when there are network problems. Monitors and maintains continuity with software licensing and maintenance agreements. Troubleshoots network problems. Frequently reports to a PC Support Manager or Senior network Administrator
087	Network Support Technician - Senior	Description: Under general direction, monitors and responds to complex technical control facility hardware and software problems utilizing a variety of hardware and software testing tools and techniques. Provides primary interface with contractor support service groups or provides internal analysis and support to ensure proper escalation during outages or periods of degraded system performance. May provide network server support. Requires extensive knowledge of PC/network communications hardware/software in a multi-protocol environment, and network management software. May function as lead job providing guidance and training for less experienced technicians.
088	Network Support Technician - Intermediate	Description: Under general supervision, ,monitors and responds to technical control facility hardware and software problems utilizing hardware and software testing tools and techniques. May interface with contractor support service groups to ensure proper escalation during outages or period of degraded system performance. May assist with installation of terminals and associated hardware. May provide network server support. Requires strong knowledge of PC/Network communications hardware/software, in a multi-protocol environment, and network management software.
089	Network Support Technician - Associate	Description: Under direct supervision, assists in monitoring and responding to technical control facility hardware and software problems utilizing hardware and software testing tools and techniques. May provide network server support. May assist with installation of terminals and associated hardware. Requires knowledge of data scopes, patch panels, modems, concentrators, and associated terminals and network management software.
090	Documentation Specialist - Senior	Description: Under general direction, is responsible for preparing and/or maintaining systems, programming, and operations documentation, procedures, and methods including user manuals and reference manuals. Maintains a current internal documentation library. Provides or coordinates special documentation services as required. Competent to work at the highest level of all phases of documentation. May act as project leader for large jobs.

ID #	Job Title	Job Description
091	Documentation Specialist - Intermediate	Description: Under general supervision, prepares and/or maintains systems, programming, and operations documentation, including user manuals. Maintains a current internal documentation library. Competent to work on most phases of documentation.
092	Documentation Specialist - Associate	Description: Under direct supervision, prepares and/or maintains systems, programming and operations documentation, including user manuals. Maintains a current internal documentation library.
093	Technical Editor	Description: Responsible for content of technical documentation. Checks author's document for spelling, grammar and content problems (e.g., missing instructions or sections; redundant or unnecessary sections). Accuracy of content may fall under this position or the programmer, depending on the expertise of the editor. Ensures that documents follow the style laid out in the organization's style guide. May also be responsible for maintaining the style guide. Suggests revisions to the style guide as appropriate. Editor is often a technical writer who has moved to this position.
094	Graphics Specialist	Description: Responsible for graphics design and use, operation and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling; coordinates production support with outside contractors, as needed. Ensures that graphic projects are completed on time, within budget and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance.
095	ERP Business Analyst - Senior	Description: Under general direction, serves as senior subject matter expert associated with content, processes and procedures associated with ERP. Defines the detailed requirements, analyzes the business needs, and validates solutions with the client. Details requirements through the product development and other functions to support the project team. Monitors other business analysts in software development methods and processes and implementation of those methods. Evaluates development projects and assists in tailoring the development process to meet the project needs.
096	ERP Business Analyst - Intermediate	Description: Under general supervision, serves as subject matter expert associated with content, processes, and procedures associated with enterprise applications. Applies functional knowledge to design and customization of workflow systems that provide seamless integration for client/server applications. Writes functional requirements, develops test plans, and works with production issues.
097	ERP Business Analyst - Associate	Description: Under direct supervision, serves as subject matter expert associated with content, processes and procedures associated with enterprise applications. Applies functional knowledge to design and customization of workflow systems that provide seamless integration for client/server applications. Writes functional requirements, develops test plans and works with production issues.
098	Business Systems Analyst - Senior	Description: Under general direction, formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. Guides and advises less experienced Business Systems Analysts. Competent to work at the highest technical level of most phases of systems analysis while considering the business implications of the application of technology to the current and future business environment.
099	Business Systems Analyst - Intermediate	Description: Under general supervision, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Guides and advises less experienced Business Systems Analysts. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current business environment.

ID #	Job Title	Job Description
100	Business Systems Analyst - Associate	Description: Under direct supervision, assists in formulating and defining systems scope and objectives through research and fact-finding combined with a basic understanding of business systems and industry requirements. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary under direction of experienced Business System Analysts. Competent to consider most business implications of the application of technology to the current business environment.
101	Information Systems Training Manager	Description: Responsible for all activities associated with education programs for both the information technology and end-user/PC personnel. Advises on administrative policies and procedures, technical problems, priorities, and methods. Assigns personnel to the various training tasks and directs their activities, reviews and evaluates their work, conducts performance appraisals and makes decisions on personnel.
102	Information Systems Training Specialist -	Description: Under general direction, organizes, prepares, and conducts complex training and educational programs for information systems or user personnel. May design and develop in-house programs. Maintains records of training activities, employee progress, and program effectiveness. Competent to work at the highest level of all phases of information systems training.
103	Information Systems Training Specialist -	Description: Under general supervision, organizes and conducts moderately complex training and educational programs for information systems or user personnel. Maintains records of training activities, employee progress, and program effectiveness. Competent to work on most phases of information systems training.
104	Information Systems Training Specialist -	Description: Under direct supervision, organizes and conducts basic training and educational programs for information systems or user personnel. Maintains record of training activities, employee progress, and program effectiveness.
105	Chief Enterprise Architect	Leads and directs large teams with diverse functional and technical disciplines to include enterprise architects, systems engineers, business analysts, and network engineers. Works directly with senior executives of the enterprise to consult, coach, and advise on strategy, business alignment, enterprise architecture, information technology solutions, and the associated impact on the organization and its stakeholders. Coordinates resolution of highly complex problems and tasks, selling new ideas and concepts in support of operational goals and objectives. Provides technical and analytical guidance to enterprise architecture team. Integrates and translates complex concepts into tactical action plans. Directs high-level enterprise architecture analysis, evaluation, design, integration, documentation, and development. Has a deep understanding of DoD business transformation and processes, DoD organizational structure, experience in developing briefings and responses to GAO, OMB, and executives within the department, and coordinated and developed BEA Compliance Guidance criteria and various BEA evolution strategies. Possesses extensive knowledge of the DoDAF, the DoD Net-Centric and Data Strategies, the DoD Information Assurance Guidance, and the DoD Federation Strategy, and has had hands-on experience with the Business Enterprise Architecture and Enterprise Transition Plan, Service Oriented Architecture, and the Business Mission Area Federation Strategy and Roadmap.

ID #	Job Title	Job Description
106	Lead Enterprise Architect	Responsible for all aspects of the development and maintenance of assigned enterprise architecture project and takes project from planning through final delivery. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives and develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Leads a group of engineers, architects, and analysts and ensures adherence to quality standards and reviews enterprise architecture deliverables. Provides technical and analytical guidance to enterprise architecture team. Directs and participates in high-level enterprise architecture analysis, evaluation, design, integration, documentation, and development. Applies high-level business and technical principles and methods to very difficult technical problems to arrive at creative engineering solutions. Recommends and takes action to direct the analysis and solutions of problems. Has a deep understanding of DoD business transformation and processes, DoD organizational structure, and experience in developing briefings and responses to GAO, OMB, and executives within the department. Possesses extensive knowledge of and hands-on experience with the DoDAF, the Business Enterprise Architecture and Enterprise Transition Plan, Service Oriented Architecture, and the Business Mission Area Federation Strategy and Roadmap. Lead the development of the BEA and updates to the BEA Development Methodology and Architecture Planning Guide. Familiar with the Core Business Mission and Business Enterprise Priority architecture liaisons.
107	Senior IT Systems Solution Architect	Participates in the design, creation, and maintenance of computerized databases. Responsible for the quality control and auditing of Telelogic System Architect (SA) databases to ensure accurate and appropriate use of data. Consults with and advises users on access, works directly with users to resolve data conflicts and inappropriate data usage, and directs the maintenance and use of the enterprise architecture encyclopedia. Consults with SA programming personnel to resolve system performance issues. Responsible for the installation, maintenance, configuration, and integrity of SA. Implements application enhancements that will improve the reliability and performance of the application. Works with network engineers to schedule installations and upgrades and maintains them in accordance with established IT policies and procedures. Responsible for file maintenance, control, and product support and facilitates change control, problem management, and communication among architects, engineers, and analysts. Establishes and enforces processes to ensure a consistent, well-managed, and well-integrated application infrastructure. Develops appropriate application and process documentation. Expertise with the BEA SA repository and its internal structure, Visual Basic, SA macros, Windows XT server, SQL server, and DoDAF modeling methodology. Has a deep understanding of BTA business transformation and enterprise architecture's role in it, the BTA organizational structure, and experience in coordinating delivery and publishing of the BEA.
108	Audio Visual Engineer Fabrication Engine	Under indirect supervision, installs, pull, terminate and test all audio visual (AV) type cables, connectors, and interfaces. Ability to install projections screens, plasma TV's and different types of speakers. Installation of AV systems on client sites. Read blueprints and wire AV racks. Manage AV projects with various models and makes of equipment. Has a thorough understanding and working knowledge of testing, analyses and corrective action on systems, networks, hardware and software in a Professional Audio/Video environment. Know and understand all wire and connector types on all AV related cable.
109	Audio Visual Engineer Fabrication Engine	Under general direction, installs, pull, terminate and test all audio visual (AV) type cables, connectors, and interfaces. Ability to install projections screens, plasma TV's and different types of speakers. Installation of AV systems on client sites. Read blueprints and wire AV racks. Manage AV projects with various models and makes of equipment. Has a thorough understanding and working knowledge of testing, analyses and corrective action on systems, networks, hardware and software in a Professional Audio/Video environment. Know and understand all wire and connector types on all AV related cable
110	Audio Visual Engineer Fabrication Engine	Under immediate supervision, installs, pull, terminate and test all audio visual (AV) type cables, connectors, and interfaces. Ability to install projections screens, plasma TV's and different types of speakers. Installation of AV systems on client sites. Read blueprints and wire AV racks. Manage AV projects with various models and makes of equipment. Has a thorough understanding and working knowledge of testing, analyses and corrective action on systems, networks, hardware and software in a Professional Audio/Video environment. Know and understand all wire and connector types on all AV related cable.

ID #	Job Title	Job Description
111	Audio Visual Programmer Senior	Under indirect supervision, designs and programs control interface touch panels for audio visual systems. Works with Design Engineer and Contracting Officer's Technical Representative to ensure a user-friendly operating environment for controlling audio/visual equipment. Provide training to users to ensure proper use and care
112	Audio Visual Programmer Intermediate	Under general direction, designs and programs control interface touch panels for audio visual systems. Works with Design Engineer and Contracting Officer's Technical Representative to ensure a user-friendly operating environment for controlling audio/visual equipment. Provide training to users to ensure proper use and care.
113	Audio Visual Programmer Associate	Under immediate supervision, designs and programs control interface touch panels for audio visual systems. Works with Design Engineer and Contracting Officer's Technical Representative to ensure a user-friendly operating environment for controlling audio/visual equipment. Provide training to users to ensure proper use and care.
114	Draftsman Senior	Under indirect supervision, responsible for preparing various drawings that communicate engineering ideas, designs, and information in support of engineering functions directly supporting DoD Enterprise infrastructure and infostructure IT goals and projects. Drawings consist of parts and assemblies including sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Requires experience in current conventional computer-aided design drafting techniques and application programs
115	Draftsman Intermediate	Under general direction, responsible for preparing various drawings that communicate engineering ideas, designs, and information in support of engineering functions directly supporting DoD Enterprise infrastructure and infostructure IT goals and projects. Drawings consist of parts and assemblies including sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Requires experience in current conventional computer-aided design drafting techniques and application programs.
116	Draftsman Associate	Under immediate supervision, responsible for preparing various drawings that communicate engineering ideas, designs, and information in support of engineering functions directly supporting DoD Enterprise infrastructure and infostructure IT goals and projects. Drawings consist of parts and assemblies including sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Requires experience in current conventional computer-aided design drafting techniques and application programs
117	Administrator Senior	Under indirect supervision, interpret and compose complex correspondences and presentations to include charts and diagrams directly supporting the DoD Enterprise infrastructure and infostructure IT goals and projects. Apply effective networking skills to carry out job responsibilities. Gather pertinent information from a variety of sources to perform duties. Resolve administrative issues/problems that arise and recommend process improvements. Ensure timely completion of multiple, simultaneous, independent events and projects of moderate complexity. Coordinate multiple work projects and other responsibilities (i.e. Training/ status reporting, etc.). Some duties may be considered special assignments particular to either the department or manager. Prepare reports and correspondence from information gathered to support the entire effort. Interprets and applies standard policies and procedures to respond to complex inquiries, to resolve issues.
118	Administrator Intermediate	Under general direction, interpret and compose complex correspondences and presentations to include charts and diagrams directly supporting the DoD Enterprise infrastructure and infostructure IT goals and projects. Apply effective networking skills to carry out job responsibilities. Gather pertinent information from a variety of sources to perform duties. Resolve administrative issues/problems that arise and recommend process improvements. Ensure timely completion of multiple, simultaneous, independent events and projects of moderate complexity. Coordinate multiple work projects and other responsibilities (i.e. Training/ status reporting, etc.). Some duties may be considered special assignments particular to either the department or manager. Prepare reports and correspondence from information gathered to support the entire effort. Interprets and applies standard policies and procedures to respond to complex inquiries, to resolve issues.

ID #	Job Title	Job Description
119	Administrator Associate	Under immediate supervision, interpret and compose complex correspondences and presentations to include charts and diagrams directly supporting the DoD Enterprise infrastructure and infostructure IT goals and projects. Apply effective networking skills to carry out job responsibilities. Gather pertinent information from a variety of sources to perform duties. Resolve administrative issues/problems that arise and recommend process improvements. Ensure timely completion of multiple, simultaneous, independent events and projects of moderate complexity. Coordinate multiple work projects and other responsibilities (i.e. Training/ status reporting, etc.). Some duties may be considered special assignments particular to either the department or manager. Prepare reports and correspondence from information gathered to support the entire effort. Interprets and applies standard policies and procedures to respond to complex inquiries, to resolve issues.
120	Instructor Technical Training Senior	Under indirect supervision, responsible for provides technical expertise and instruction according to customer specifications and standards (operate, maintain, and repair in classroom or laboratory settings) supporting DoD Enterprise infrastructure and infostructure IT goals and projects. Analyzes System and Network related information and interprets it into useable instruction/training for intended audience. Develops courseware/content in specific technical subject matter area. Provides advice to customers in system design and optimal configuration. Provides technical telephone support to customers with hardware and software problems. Also, provides technical and training input for development of training proposals. May be required to deploy and train US Forces in CONUS or OCONUS field locations.
121	Instructor Technical Training Intermediate	Under general direction, responsible for provides technical expertise and instruction according to customer specifications and standards (operate, maintain, and repair in classroom or laboratory settings) supporting DoD Enterprise infrastructure and infostructure IT goals and projects. Analyzes System and Network related information and interprets it into useable instruction/training for intended audience. Develops courseware/content in specific technical subject matter area. Provides advice to customers in system design and optimal configuration. Provides technical telephone support to customers with hardware and software problems. Also, provides technical and training input for development of training proposals. May be required to deploy and train US Forces in CONUS or OCONUS field locations.
122	Instructor Technical Training Associate	Under immediate supervision, responsible for provides technical expertise and instruction according to customer specifications and standards (operate, maintain, and repair in classroom or laboratory settings) supporting DoD Enterprise infrastructure and infostructure IT goals and projects. Analyzes System and Network related information and interprets it into useable instruction/training for intended audience. Develops courseware/content in specific technical subject matter area. Provides advice to customers in system design and optimal configuration. Provides technical telephone support to customers with hardware and software problems. Also, provides technical and training input for development of training proposals. May be required to deploy and train US Forces in CONUS or OCONUS field locations.
123	Facility Staff Support Senior	Under indirect supervision, assists in developing & monitoring assigned department budget and risk management efforts directly supporting DoD Enterprise infrastructure and infostructure IT goals and projects. Can include tasks associated with receiving, distributing, or shipping of materials. Coordinate on-site emergencies. Must possess strategic planning skills and have a thorough understanding of internal & external compliance policies. Accurately completes paperwork or system transactions applicable to function, such as documentation of material movement (i.e., Receipt, Shop Order, and Packing Lists). Ability to organize, plan & schedule work with minimal supervision.
124	Facility Staff Support Intermediate	Under general direction, assists in developing & monitoring assigned department budget and risk management efforts directly supporting DoD Enterprise infrastructure and infostructure IT goals and projects. Can include tasks associated with receiving, distributing, or shipping of materials. Coordinate on-site emergencies. Must possess strategic planning skills and have a thorough understanding of internal & external compliance policies. Accurately completes paperwork or system transactions applicable to function, such as documentation of material movement (i.e., Receipt, Shop Order, and Packing Lists). Ability to organize, plan & schedule work with minimal supervision.

ID #	Job Title	Job Description
125	Facility Staff Support Associate	Under immediate supervision, assists in developing & monitoring assigned department budget and risk management efforts directly supporting DoD Enterprise infrastructure and infostructure IT goals and projects. Can include tasks associated with receiving, distributing, or shipping of materials. Coordinate on-site emergencies. Must possess strategic planning skills and have a thorough understanding of internal & external compliance policies. Accurately completes paperwork or system transactions applicable to function, such as documentation of material movement (i.e., Receipt, Shop Order, and Packing Lists). Ability to organize, plan & schedule work with minimal supervision.
126	Distribution Operations Specialist Senior	Under indirect supervision, responsible for review/develop/modify/test procedures and systems requirements to manage property book requirements directly supporting DoD Enterprise infrastructure and infostructure IT goals and projects. Train internal and external customers regarding procedures/ processes and software applications. Conduct internal audits and development/ review of corrective action plans. Negotiate supplier agreements and service contracts as required by job. Have knowledge of capital procurement processes. Perform duties and responsibilities as the lead on process improvement teams. Coordinate workflow and material movement to meet program and customer delivery requirements.
127	Distribution Operations Specialist Interme	Under general direction, responsible for review/develop/modify/test procedures and systems requirements to manage property book requirements directly supporting DoD Enterprise infrastructure and infostructure IT goals and projects. Train internal and external customers regarding procedures/ processes and software applications. Conduct internal audits and development/ review of corrective action plans. Negotiate supplier agreements and service contracts as required by job. Have knowledge of capital procurement processes. Perform duties and responsibilities as the lead on process improvement teams. Coordinate workflow and material movement to meet program and customer delivery requirements.
128	Distribution Operations Specialist Associa	Under immediate supervision, responsible for review/develop/modify/test procedures and systems requirements to manage property book requirements directly supporting DoD Enterprise infrastructure and infostructure IT goals and projects. Train internal and external customers regarding procedures/ processes and software applications. Conduct internal audits and development/ review of corrective action plans. Negotiate supplier agreements and service contracts as required by job. Have knowledge of capital procurement processes. Perform duties and responsibilities as the lead on process improvement teams. Coordinate workflow and material movement to meet program and customer delivery requirements.
129	Quality Professional Staff Senior	Under indirect supervision, responsible for managing comprehensive quality management program to satisfy the quality-related expectations of the customer. Ensures compliance with various international and national standardization organizations such as ISO 9001:2000, CMMI, etc. Collects, organizes and analyzes organizational project data to assess how satisfied customers are. Authors program related documentation as appropriate. Determines/evaluates Root Cause and Corrective/Preventive Action. Develops and initiates Corrective Action Plans. Verifies corrective action and implementation. Performs product quality control, peer reviews and/or audits to assess compliance with stated requirements. Ensures focus on organizational continuous improvement plans and programs. Authors QA products. Provides mentoring and training to program employees where appropriate.
130	Quality Professional Staff Intermediate	Under general direction, responsible for managing comprehensive quality management program to satisfy the quality-related expectations of the customer. Ensures compliance with various international and national standardization organizations such as ISO 9001:2000, CMMI, etc. Collects, organizes and analyzes organizational project data to assess how satisfied customers are. Authors program related documentation as appropriate. Determines/evaluates Root Cause and Corrective/Preventive Action. Develops and initiates Corrective Action Plans. Verifies corrective action and implementation. Performs product quality control, peer reviews and/or audits to assess compliance with stated requirements. Ensures focus on organizational continuous improvement plans and programs. Authors QA products. Provides mentoring and training to program employees where appropriate.

ID #	Job Title	Job Description
131	Quality Professional Staff Associate	Under immediate supervision, responsible for managing comprehensive quality management program to satisfy the quality-related expectations of the customer. Ensures compliance with various international and national standardization organizations such as ISO 9001:2000, CMMI, etc. Collects, organizes and analyzes organizational project data to assess how satisfied customers are. Authors program related documentation as appropriate. Determines/evaluates Root Cause and Corrective/Preventive Action. Develops and initiates Corrective Action Plans. Verifies corrective action and implementation. Performs product quality control, peer reviews and/or audits to assess compliance with stated requirements. Ensures focus on organizational continuous improvement plans and programs. Authors QA products. Provides mentoring and training to program employees where appropriate.
132	Advanced Database Analyst/Programmer	Under general direction, leads and participates in the development and maintenance of Cyber and IA database systems while also offering Database development resource to the development team. Required to review and provide technical solutions to projects which may be in different stages of the development life cycle. Requires knowledge and experience with Oracle or MS SQL Server DBMS, SQL Language, Unix/Linux including basic shell commands, data warehousing, report generation, job scheduling and monitoring tools, XML, HTML, open source development, and technical documenting skills (Windows Office/Visio/Cvs etc). Advanced Oracle or Microsoft SQL Server certification is required. Professionally certified as Technical Level III as defined by DODI 8570 is a requirement.
133	Advanced Database Analyst/Programmer	Under general supervision, participates in the development and maintenance of Cyber and IA database systems while also offering Database development resource to the development team. Required to review and provide technical solutions to projects which may be in different stages of the development life cycle. Requires knowledge and experience with Oracle or MS SQL Server DBMS, SQL Language, Unix/Linux including basic shell commands, data warehousing, report generation, job scheduling and monitoring tools, XML, HTML, open source development, and technical documenting skills (Windows Office/Visio/Cvs etc). Oracle or Microsoft SQL Server certification is required. Professionally certified as Technical Level II as defined by DODI 8570 is a requirement.
134	Advanced Database Analyst/Programmer	Under general supervision, assists in the development and maintenance of Cyber and IA database systems while also offering Database development resource to the development team. Assists with reviews and provides technical solutions to projects which may be in different stages of the development life cycle. Requires knowledge and experience with Oracle or MS SQL Server DBMS, SQL Language, Unix/Linux including basic shell commands, data warehousing, report generation, job scheduling and monitoring tools, XML, HTML, open source development, and technical documenting skills (Windows Office/Visio/Cvs etc). Oracle or Microsoft SQL Server certification is required. Professionally certified as Technical Level I as defined by DODI 8570 is a requirement.
135	IA Policy and Compliance Certified Profes	Under general direction, performs and leads support of Certification and Accreditation (C&A) or other IA/CND Compliance and Auditing processes and inspections for all enterprise systems and networks; ensures validity and accuracy review of all associated documentation. Leads and performs compliance reviews of computer security plans, performs risk assessments, and validates and performs security test evaluations and audits. Analyzes and defines security requirements for information protection for enterprise systems and networks. Assists in the development of security policies. Analyzes the sensitivity of information and performs vulnerability and risk assessments on the basis of defined sensitivity and information flow. Professionally certified as Technical Level III as defined by DODI 8570 is a requirement.
136	IA Policy and Compliance Certified Profes	Under general supervision, performs Certification and Accreditation (C&A) or other IA/CND Compliance and Auditing processes and inspections for all enterprise systems and networks; ensures validity and accuracy review of all associated documentation. Performs compliance reviews of computer security plans, performs risk assessments, and performs security test evaluations and audits. Analyzes security requirements for information protection for enterprise systems and networks. Assists in the development of security policies. Analyzes the sensitivity of information and performs vulnerability and risk assessments on the basis of defined sensitivity and information flow. Professionally certified as Technical Level II as defined by DODI 8570 is a requirement.

ID #	Job Title	Job Description
137	IA Policy and Compliance Certified Profes	Under general supervision, assists in the support of Certification and Accreditation (C&A) or other IA/CND Compliance and Auditing processes and inspections for all enterprise systems and networks; assists in the development of all associated documentation. Assists in the compliance reviews of computer security plans, performs risk assessments, and assists in security test evaluations and audits. Analyzes security requirements for information protection for enterprise systems and networks. Professionally certified as Technical Level I as defined by DODI 8570 is a requirement.
138	Cyber Operations Research Analyst - Ser	Under general direction, leads and participates in analysis of actual and predictable interacting operational activities of business to obtain a quantitative, rational basis for decision making through the application of logic and scientific or economic disciplines and techniques. Ability to devise modeling and measuring techniques; utilizes mathematics, statistical methods, engineering methods, operational mathematics techniques (linear programming, game theory, probability theory, symbolic language, etc.), and other principles and laws of scientific and economic disciplines. Ability to demonstrate a complete understanding and wide application of technical principles, theories, and concepts within the Cyber Research field and provide consultation to technical solutions over a wide range of complex difficult problems in which proposed solutions are imaginative, thorough, practicable, and consistent with organization objectives. Professionally certified as Technical Level III as defined by DODI 8570 is a requirement.
139	Cyber Operations Research Analyst - Inte	Under general supervision, participates in analysis of actual and predictable interacting operational activities of business to obtain a quantitative, rational basis for decision making through the application of logic and scientific or economic disciplines and techniques. Assists in devising models and measuring techniques; utilizes mathematics, statistical methods, engineering methods, operational mathematics techniques (linear programming, game theory, probability theory, symbolic language, etc.), and other principles and laws of scientific and economic disciplines. Ability to demonstrate a thorough understanding and ability to apply technical principles, theories, and concepts within the Cyber Research field and provide consultation to technical solutions over a wide range of complex difficult problems in which proposed solutions are imaginative, thorough, practicable, and consistent with organization objectives. Professionally certified as Technical Level II as defined by DODI 8570 is a requirement.
140	Cyber Operations Research Analyst - Ass	Under general supervision, assists in analysis of actual and predictable interacting operational activities of business to obtain a quantitative, rational basis for decision making through the application of logic and scientific or economic disciplines and techniques. Assists with devising models and measuring techniques; utilizes mathematics, statistical methods, engineering methods, operational mathematics techniques (linear programming, game theory, probability theory, symbolic language, etc.), and other principles and laws of scientific and economic disciplines. Ability to demonstrate an understanding and ability to apply technical principles, theories, and concepts within the Cyber Research field and assists in providing consultation to technical solutions over a wide range of complex difficult problems in which proposed solutions are imaginative, thorough, practicable, and consistent with organization objectives. Professionally certified as Technical Level I as defined by DODI 8570 is a requirement.
141	Cyber Operations Malware Analyst - Seni	Under general direction, leads and participates in the evaluation and analysis of complex malicious code through the utilization of tools, including dissemblers, debuggers, hex editors, un-packers, virtual machines, and network sniffers. Responsible for providing findings in a technical report with details of the malware, identification parameters, advanced capabilities, and mitigation strategies. Conducts research in the area of malicious software, vulnerabilities, and exploitation tactics. Requires experience with application security, network security, reverse engineering, or malware. Requires strong knowledge of worms, viruses, Trojans, rootkits, botnets, Windows internals, and the Win32 API. Extensive experience required in programming (assembly and web) and system analysis with various tools, including IDA Pro, Ollydbg, PCAP tools, or TCP Dump. Professionally certified, within a CND discipline, as Technical Level III as defined by DODI 8570 is a requirement.

ID #	Job Title	Job Description
142	Cyber Operations Malware Analyst - Inter	Under general supervision, participates in the evaluation and analysis of complex malicious code through the utilization of tools, including dissemblers, debuggers, hex editors, un-packers, virtual machines, and network sniffers. Responsible for providing findings in a technical report with details of the malware, identification parameters, advanced capabilities, and mitigation strategies. Conducts research in the area of malicious software, vulnerabilities, and exploitation tactics. Requires experience with application security, network security, reverse engineering, or malware. Requires thorough knowledge of worms, viruses, Trojans, rootkits, botnets, Windows internals, and the Win32 API. Additional experience required in programming (assembly and web) and system analysis with various tools, including IDA Pro, Ollydbg, PCAP tools, or TCP Dump. Professionally certified, within a CND discipline, as Technical Level II as defined by DODI 8570 is a requirement.
143	Cyber Operations Malware Analyst - Asso	Under general supervision, assists in the evaluation and analysis of complex malicious code through the utilization of tools, including dissemblers, debuggers, hex editors, un-packers, virtual machines, and network sniffers. Assists with providing findings in a technical report with details of the malware, identification parameters, advanced capabilities, and mitigation strategies. Provides research assistance in the area of malicious software, vulnerabilities, and exploitation tactics. Requires experience with application security, network security, reverse engineering, or malware. Requires knowledge of worms, viruses, Trojans, rootkits, botnets, Windows internals, and the Win32 API. Additional experience required in programming (assembly and web) and system analysis with various tools, including IDA Pro, Ollydbg, PCAP tools, or TCP Dump. Professionally certified, within a CND discipline, as Technical Level I as defined by DODI 8570 is a requirement.
144	Cyber Watch Operations Certified Analyst	Under general direction, leads security event monitoring and correlation within a tiered Security Operations Center. Proven experience and ability to leverage CND analyst toolsets to detect and respond to IT security incidents. Ability to implement standard procedures for incident response interfacing with Information Security Officer and IT staff. Conducts research and document threats and their behavior to include monitoring external CSIRTS/CERTs. Provide recommendations to threat mitigation strategies. Employ effective web, email, and telephonic communications to clearly manage security incident response procedures. Perform routine event reporting over time including trend reporting and analysis. Experience required in security or network technology (Unix/Windows OS, Cisco/Juniper Routing-Switching) within a hands-on design/Implementation/Administration role. Demonstrates in-depth knowledge of TCP-IP protocol implementations for all common network services in addition to demonstrated capability to perform network packet analysis and anomaly detection. Professionally certified, within a CND discipline, as Technical Level III as defined by DODI 8570 is a requirement.
145	Cyber Watch Operations Certified Analyst	Under general supervision, participates in security event monitoring and correlation within a tiered Security Operations Center. Proven experience and ability to leverage CND analyst toolsets to detect and respond to IT security incidents. Conducts research and document threats and their behavior to include monitoring external CSIRTS/CERTs. Assist in providing recommendations to threat mitigation strategies. Employ effective web, email, and telephonic communications to clearly manage security incident response procedures. Perform routine event reporting over time including trend reporting and analysis. Experience required in security or network technology (Unix/Windows OS, Cisco/Juniper Routing-Switching) within a hands-on Implementation or Administration role. Demonstrates thorough knowledge of TCP-IP protocol implementations for all common network services in addition to demonstrated capability to perform network packet analysis and anomaly detection. Professionally certified, within a CND discipline, as Technical Level II as defined by DODI 8570 is a requirement.
146	Cyber Watch Operations Certified Analyst	Under general supervision, assists with security event monitoring, correlation, and daily event reporting within a tiered Security Operations Center. Experience with CND analyst toolsets to detect and respond to IT security incidents. Employ effective web, email, and telephonic communications to clearly manage security incident response procedures. Experience required in security or network technology (Unix/Windows OS, Cisco/Juniper Routing-Switching) within a hands-on Administration role. Demonstrates knowledge of TCP-IP protocol implementations for all common network services in addition to demonstrated capability to perform network packet analysis and anomaly detection. Professionally certified, within a CND discipline, as Technical Level I as defined by DODI 8570 is a requirement.