

LABOR CATEGORY DESCRIPTIONS FOR PROFESSIONAL ENGINEERING

SERVICES: The following labor category descriptions identify the minimum qualifications for the proposed Professional Engineering Services contract. Three (3) years of direct experience may be substituted for an educational degree from an accredited technical school. Registration as a professional engineer in a particular society will be considered the equivalent of a Master's degree. Security clearances may be required for certain positions as dictated by classification of the effort.

Executive Program Director

Minimum Experience: Twelve (12) years of progressively more responsible experience directing and managing professional services programs. This experience should include one or more technology areas including strategic planning, concept development and requirements analysis, systems design, engineering and integration, test and evaluation and integrated logistics support, as well as acquisition and life cycle management in the civil, mechanical, marine or electrical engineering fields.

Functional Responsibility: Duties may include technical leadership, planning, and implementation for the procurement and management of professional engineering services. Develops and enforces work standards, provides quality assurance, assigns contractor schedules, and communicates goals, objectives, and policies. Directs financial management and administrative activities, such as budgeting, financial reporting, and manpower and resource planning. Supervises and directs staff on a daily basis. Experience in all phases of project development from inception to contract closeout is required.

Minimum Education: A bachelor's degree from an accredited university/college in engineering, engineering management or a business-related discipline.

Program Director

Minimum Experience: Ten (10) years of progressively more responsible experience directing and managing professional services programs. This experience should include one or more technology areas including, strategic planning, concept development and requirements analysis, systems design, engineering and integration, test and evaluation and integrated logistics support, as well as acquisition and life cycle management in the civil, mechanical, marine or electrical engineering fields.

Functional Responsibility: Duties may include technical leadership, planning, and implementation for the procurement and management of professional engineering services. Develops and enforces work standards, provides quality assurance, assigns contractor schedules, and communicates goals, objectives, and policies. Provides financial management and project administration, including budgeting, financial reporting, and manpower and resource planning. Supervises and directs staff on a daily basis. Experience in most phases of project development from inception to contract closeout is required.

Minimum Education: A bachelor's degree from an accredited university/college in engineering, engineering management or a business-related discipline.

Project Manager II

Minimum Experience: Eight (8) years of progressively more responsible experience directing and managing professional services projects.

Functional Responsibility: Duties may include technical leadership, planning, and implementation for the procurement and management of professional engineering services. Assists in developing and enforcing work standards, provides quality assurance, assigns contractor schedules, and communicates goals, objectives, and policies. Provides financial management and project administration, including budgeting, financial reporting, and manpower and resource planning. Supervises and directs staff on a daily basis. Experience in project management is required.

Minimum Education: A bachelor's degree from an accredited university/college in engineering, engineering management or a business-related discipline.

Chief Engineer

Minimum Experience: Fifteen (15) years experience applying an organization-wide set of disciplines for strategic planning, requirements analysis, systems design, engineering, test and evaluation, systems integration, conceptual designs and program implementation, construction, and general engineering for civil, mechanical, marine and electrical engineering projects.

Functional Responsibility: Provides expertise in multiple engineering disciplines. Performs as engineering and technical subject matter expert on complex or critical engineering systems. Directs system strategic planning technical development and implementation.

Minimum Education: A bachelor's degree from an accredited university/college in engineering, engineering management or a related technical discipline.

Principal Systems Engineer

Minimum Experience: Ten (10) years experience in engineering and engineering support for strategic planning, requirements analysis, systems design, engineering, test and evaluation systems integration, conceptual designs and program implementation, construction, and general engineering for civil, mechanical, marine and electrical engineering projects.

Functional Responsibility: Provides expertise in one or more engineering disciplines. Performs as technical lead on complex or critical engineering systems. Oversees system development and implementation.

Minimum Education: A bachelor's degree from an accredited university/college in engineering, engineering management or a related technical discipline.

Senior Systems Engineer

Minimum Experience: Eight (8) years experience in an engineering discipline for strategic planning, requirements analysis, systems design, engineering, test and evaluation, systems integration, conceptual designs and program implementation, construction, and general engineering for civil, mechanical, marine or electrical engineering projects.

Functional Responsibility: Provides expertise in one or more engineering disciplines. Performs complex engineering tasks on civil mechanical or electrical systems and equipment.

Minimum Education: A bachelor's degree from an accredited university/college in engineering, engineering management or a related technical discipline.

Systems Engineer III

Minimum Experience: Six (6) years experience in an engineering discipline for strategic planning, requirements analysis, systems design, engineering, test and evaluation systems

integration, conceptual designs and program implementation, construction, and general engineering for civil, mechanical, marine or electrical engineering projects.

Functional Responsibility: Provides expertise in one or more engineering disciplines. Performs complex engineering tasks and analysis.

Minimum Education: A bachelor's degree from an accredited university/college in engineering, engineering management or a related technical discipline.

Systems Engineer II

Minimum Experience: Four (4) years experience in an engineering discipline for planning, requirements analysis, systems design, engineering, test and evaluation, systems integration, conceptual designs and program implementation, construction, and general engineering for civil, mechanical, marine or electrical engineering projects.

Functional Responsibility: Provides expertise in one or more engineering disciplines. Performs moderately complex engineering tasks and analysis.

Minimum Education: A bachelor's degree from an accredited university/college in engineering, engineering management or a related technical discipline.

Systems Engineer I

Minimum Experience: Less than four (4) years experience in the planning, analysis, design, construction, implementation, or documentation of systems.

Functional Responsibility: Provides expertise in one or more engineering disciplines. Performs engineering tasks and analysis.

Minimum Education: A bachelor's degree from an accredited university/college in engineering, engineering management or a related technical discipline.

Principal Systems Analyst

Minimum Experience: Ten (10) years of progressively more responsible experience in systems analysis.

Functional Responsibility: Translates user requirements into functional requirements and solutions. Performs system, equipment and software analysis as well as engineering support functions. Ensures quality throughout the project life cycle. Establishes technical and administrative policies for analytical personnel, including standards for review of work products for accuracy, adherence to design concepts and applicable standards. Reviews program documentation to assure compliance with standards or requirements and adherence to program milestones. Oversees systems analysts.

Minimum Education: A bachelor's degree from an accredited university/college in operations management, engineering, logistics or a related technical discipline.

Senior Systems Analyst

Minimum Experience: Eight (8) years of progressively more responsible experience in systems analysis.

Functional Responsibility: Translates user requirements into functional requirements and solutions. Performs system, equipment and software analysis as well as engineering support functions. Ensures quality throughout the project life cycle. Establishes technical and administrative policies for analytical personnel, including standards for review of work products for accuracy, adherence to design concepts and applicable standards. Reviews program

documentation to assure compliance with standards or requirements and adherence to program milestones. Oversees systems analysts.

Minimum Education: A bachelor's degree from an accredited university/college in operations management, engineering, logistics or a related technical discipline.

Systems Analyst III

Minimum Experience: Five (5) years of progressively more responsible experience in systems analysis.

Functional Responsibility: Under direction of supervisors, translates user requirements into functional requirements and solutions. Performs analysis and engineering support functions. Maintains quality throughout the project life cycle. Performs and guides development tasks, including review of work products for accuracy, adherence to design concepts and to applicable standards. Reviews program documentation to assure compliance with standards or requirements and adherence to program milestones. Coordinates problem resolution and user satisfaction.

Minimum Education: A bachelor's degree from an accredited university/college in operations management, engineering, logistics or a related technical discipline.

Systems Analyst II

Minimum Experience: Two (2) years of experience in systems analysis and engineering.

Functional Responsibility: Translates functional requirements into technical solutions. Performs analysis and engineering support functions. Maintains quality throughout the project life cycle. Conducts problem resolution and ensures user satisfaction.

Minimum Education: A bachelor's degree from an accredited university/college in operations management, engineering, logistics or a related technical discipline.

Systems Analyst I

Minimum Experience: Less than two (2) years experience in systems analysis and engineering.

Functional Responsibility: Translates functional requirements into technical solutions. Performs analysis and engineering support functions. Maintains quality throughout the project life cycle. Conducts problem resolution and ensures user satisfaction.

Minimum Education: A bachelor's degree from an accredited university/college in operations management, engineering, logistics or a related technical discipline.

Principal Logistician

Minimum Experience: Ten (10) years of progressively more responsible experience in systems functional analysis, logistical support analysis and engineering support.

Functional Responsibility: Translates user requirements and design data into hardware, software, and performance criteria and life cycle support methodologies. Performs system, equipment and software functional and performance analyses, and defines engineering support functions. Ensures quality throughout the project life cycle. Establishes systems and equipment logistic support requirements, including standards for acceptance, functional adequacy, adherence to the design criteria and to applicable maintenance standards. Conducts reviews of program documentation to assure compliance with standards and requirements and adherence to program goals. Oversees logisticians and logistics analysts.

Minimum Education: An associate's degree from an accredited university/college.

Senior Logistician

Minimum Experience: Eight (8) years of progressively more responsible experience in systems functional analysis, logistical support analysis and engineering support.

Functional Responsibility: Translates user requirements and design data into hardware, software, and performance criteria and life cycle support methodologies. Performs system, equipment and software functional and performance analyses, and defines engineering support functions. Ensures quality throughout the project life cycle. Establishes systems and equipment logistic support requirements, including standards for acceptance, functional adequacy, adherence to the design criteria and to applicable maintenance standards. Conducts reviews of program documentation to assure compliance with standards and requirements and adherence to program goals.

Minimum Education: An associate's degree from an accredited university/college.

Logistics Analyst III

Minimum Experience: Five (5) years of progressively more responsible experience in systems analysis, logistic support analysis and engineering support.

Functional Responsibility: Under direction of supervisors, translates system logistic requirements into hardware and software requirements and solutions. Performs logistical support analysis. Maintains product and performance quality throughout the project life cycle. Performs and guides logistics tasks, and reviews work products for accuracy and adherence to applicable standards and requirements.

Minimum Education: An associate's degree from an accredited university/college.

Logistics Analyst II

Minimum Experience: Two (2) years of experience in logistics requirements analysis and engineering.

Functional Responsibility: Under direction of supervisors, translates system logistic requirements into hardware and software solutions. Performs logistical support analysis. Maintains product and performance quality throughout the project life cycle. Performs logistics tasks, and reviews work products for accuracy and adherence to applicable standards and requirements.

Minimum Education: An associate's degree from an accredited university/college.

Logistics Analyst I

Minimum Experience: Less than two (2) years of experience in logistics requirements analysis and engineering.

Functional Responsibility: Under direction of supervisors, translates system logistic requirements into hardware and software solutions. Performs logistical support analysis. Maintains product and performance quality throughout the project life cycle.

Minimum Education: An associate's degree from an accredited university/college.

Program Support Specialist II

Minimum Experience: Four (4) years experience in project and administrative support functions.

Functional Responsibility: Provides administrative support and/or technical support of engineering projects with minimal supervision.

Minimum Education: A high school diploma.

Program Support Specialist I

Minimum Experience: Less than four (4) years experience in project and administrative support functions.

Functional Responsibility: Provides administrative support and/or technical support of engineering projects.

Minimum Education: A high school diploma.