



COMMERCIAL INFORMATION TECHNOLOGY LABOR RATES AND CATEGORY DESCRIPTIONS

September 17, 2010



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1 ADT Commercial Information Technology Labor Rates

Direct Labor Category		Labor Rate CY 2010	Labor Rate CY 2011	Labor Rate CY 2012	Labor Rate CY 2013	Labor Rate CY 2014
Senior Program Manager	M-03	\$167.35	\$173.13	\$179.10	\$185.28	\$191.67
Program Manager	M-04	\$153.19	\$158.48	\$163.95	\$169.60	\$175.45
Project Manager	M-05	\$137.40	\$142.14	\$147.04	\$152.12	\$157.36
Senior Technical Staff						
Senior Technical Staff	STS-04	\$193.24	\$199.90	\$206.80	\$213.94	\$221.32
Senior Staff Engineer/Scientist/Analyst						
Senior Staff Engineer/Scientist/Analyst	ESA-05	\$170.76	\$176.65	\$182.74	\$189.05	\$195.57
Staff Engineer/Scientist/Analyst	ESA-06	\$156.99	\$162.40	\$168.00	\$173.80	\$179.80
Principal Engineer/Scientist/Analyst	ESA-07	\$143.88	\$148.85	\$153.98	\$159.29	\$164.79
Senior Engineer/Scientist/Analyst	ESA-08	\$134.57	\$139.22	\$144.02	\$148.99	\$154.13
Advanced Engineer/Scientist/Analyst	ESA-09	\$96.55	\$99.88	\$103.33	\$106.89	\$110.58
Engineer/Scientist/Analyst	ESA-10	\$75.72	\$78.34	\$81.04	\$83.83	\$86.73
Co-OP Engineer/Scientist/Analyst	ESA-11	\$52.30	\$54.10	\$55.97	\$57.90	\$59.90
Senior Programmer						
Senior Programmer	P-07	\$129.92	\$134.40	\$139.03	\$143.83	\$148.79
Advanced Programmer	P-08	\$102.69	\$106.23	\$109.90	\$113.69	\$117.61
Programmer	P-09	\$86.47	\$89.45	\$92.54	\$95.73	\$99.04
Associate Programmer	P-10	\$62.41	\$64.57	\$66.79	\$69.10	\$71.48
Junior Programmer	P-11	\$49.96	\$51.69	\$53.47	\$55.31	\$57.22
Senior Technician						
Senior Technician	T-08	\$93.63	\$96.86	\$100.20	\$103.66	\$107.24
Technician	T-09	\$67.86	\$70.20	\$72.62	\$75.13	\$77.72
Associate Technician	T-10	\$57.04	\$59.00	\$61.04	\$63.14	\$65.32
Technical Aide	T-11	\$41.11	\$42.53	\$44.00	\$45.52	\$47.09
Senior Staff Administrative Analyst						
Senior Staff Administrative Analyst	AA-05	\$155.95	\$161.33	\$166.90	\$172.65	\$178.61
Staff Administrative Analyst	AA-06	\$112.98	\$116.88	\$120.91	\$125.08	\$129.40
Principal Administrative Analyst	AA-07	\$98.69	\$102.09	\$105.62	\$109.26	\$113.03
Senior Administrative Analyst	AA-08	\$76.67	\$79.31	\$82.05	\$84.88	\$87.81
Advanced Administrative Analyst	AA-09	\$68.07	\$70.41	\$72.84	\$75.36	\$77.96
Administrative Analyst	AA-10	\$50.13	\$51.86	\$53.65	\$55.50	\$57.42
Advanced Administrative Specialist						
Advanced Administrative Specialist	AS-08	\$81.46	\$84.28	\$87.18	\$90.19	\$93.30
Administrative Specialist	AS-09	\$64.31	\$66.53	\$68.82	\$71.19	\$73.65
Junior Administrative Specialist	AS-10	\$50.07	\$51.80	\$53.58	\$55.43	\$57.34
Administrative Aide	AS-11	\$42.55	\$44.01	\$45.53	\$47.10	\$48.73

2 Program / Project Management

2.1 Senior Program Manager (M-03)

2.1.1 Minimum General Expertise:

Personnel in this category will have extensive expertise in management and supervision of substantively complex systems and system of systems.

- Manage substantial military design, development, integration, test and documentation operations for multiple programs
- Organize, direct, and coordinate planning and implementation of contract performance activities
- Formulate and review project feasibility studies, determine costs, ensure conformance to work standards
- Interface with customer personnel
- Perform career guidance and performance assessment for all assigned subordinates
- Prepare and distribute policies, purposes, and goals of the organization to subordinates
- Must be familiar with:
- Applicable commercial and government regulations and standards
- Probability, reliability, statistical analysis methods, test and evaluation techniques, and data collection
- Capability Maturity Model® Integration (CMMI), and Cost Performance Reporting (CPR) including Earned Value Management (EVM)

2.1.2 Minimum Education/Experience:

- A Doctorate in an appropriate field with a minimum of nine (9) years of experience
- A Master's Degree in an appropriate field with a minimum of twelve (12) years of experience
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of fifteen (15) years of experience
- Eight (8) years of experience may be substituted for the Bachelor's Degree



2.2 Program Manager (M-04)

2.2.1 Minimum General Expertise:

Personnel in this category will have comprehensive expertise in management and supervision of substantively complex systems and system of systems.

- Manage substantial military design, development, integration, test and documentation operations for multiple programs
- Organize, direct, and coordinate planning and implementation of contract performance activities
- Formulate and review project feasibility studies, determine costs, ensure conformance to work standards
- Interface with customer personnel
- Perform career guidance and performance assessment for all assigned subordinates
- Prepare and distribute policies, purposes, and goals of the organization to subordinates
- Must be familiar with:
 - Applicable commercial and government regulations and standards
 - Probability, reliability, statistical analysis methods, test and evaluation techniques, and data collection
 - Capability Maturity Model® Integration (CMMI), and Cost Performance Reporting (CPR) including Earned Value Management (EVM)

2.2.2 Minimum Education/Experience:

- A Doctorate in an appropriate field with a minimum of six (6) years of experience
- A Master's Degree in an appropriate field with a minimum of nine (9) years of experience
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of twelve (12) years of experience
- Eight (8) years of experience may be substituted for the Bachelor's Degree



2.3 Project Manager / Task Leader (M-05)

2.3.1 Minimum/General Expertise:

Personnel in this category will have significant expertise in management and supervision of substantively complex systems and system of systems.

- Manage substantial military design, development, integration, test and documentation operations for multiple programs
- Organize, direct, and coordinate planning and implementation of contract performance activities
- Formulate and review project feasibility studies, determine costs, ensure conformance to work standards
- Interface with customer personnel
- Perform career guidance and performance assessment for all assigned subordinates
- Prepare and distribute policies, purposes, and goals of the organization to subordinates
- Must be familiar with:
 - Applicable commercial and government regulations and standards
 - Probability, reliability, statistical analysis methods, test and evaluation techniques, and data collection
 - Capability Maturity Model® Integration (CMMI), and Cost Performance Reporting (CPR) including Earned Value Management (EVM)

2.3.2 Minimum Education/Experience:

- A Doctorate in an appropriate field with a minimum of three (3) years of experience
- A Master's Degree in an appropriate field with a minimum of six (6) years of experience
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of nine (9) years of experience
- Eight (8) years of experience may be substituted for the Bachelor's Degree



3 Technical Staff

3.1 Senior Technical Staff (STS-04)

3.1.1 Minimum General Expertise:

Personnel in this category must be exceptionally accomplished in one or more of the following:

- System & software conceptualization, requirements definition and design, test and evaluation
- Software and System Engineering design, development, integration, test and documentation for multiple programs
- Probability, reliability, statistical analysis methods, test and evaluation techniques, and data collection
- Scope Management, Cost Performance, Schedule Performance,
- Scope Planning, Cost Estimating, Schedule Planning,
- Earned Value Management (EVM), Capability Maturity Model® Integration (CMMI)
-

3.1.2 Minimum Education/Experience:

- A Doctorate in an appropriate field with a minimum of eighteen (18) years of technological experience
- A Master's Degree in an appropriate field with a minimum of twenty-two (22) years of technological experience
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of twenty-four (24) years of technological experience
- Eight (8) years of experience may be substituted for the Bachelor's Degree



4 Engineering

4.1 Senior Staff Engineer/Scientist/Analyst (ESA-05)

4.1.1 Minimum General Expertise:

Personnel in this category must have significant expertise in Software and / or System / sub-system Engineering necessary to perform the following on multiple program/project tasks.

- Interface with customer personnel
- Design, development, integration, test and documentation operations
- Conceptualization, requirements definition and design, test and evaluation
- Probability, reliability, statistical analysis methods, test and evaluation techniques, and data collection
- Capability Maturity Model® Integration (CMMI), and
- Must be familiar with:
 - Applicable commercial and government regulations and standards
 - Probability, reliability, statistical analysis methods, test and evaluation techniques, and data collection
 - Cost Performance Reporting (CPR) including Earned Value Management (EVM)

4.1.2 Minimum Education/Experience:

- A Doctorate in an appropriate field with a minimum of thirteen (13) years of engineering or related experience
- A Master's Degree in an appropriate field with a minimum of eighteen (18) years of experience
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of twenty-three (23) years of experience
- Eight (8) years of experience may be substituted for the Bachelor's Degree



4.2 Staff Engineer/Scientist/Analyst (ESA-06)

4.2.1 Minimum/General Expertise:

Personnel in this category must have the intricate expertise in Software and / or System / sub-system Engineering necessary to perform the following on program/project tasks.

- Interface with customer personnel
- System Engineering and Integration
- System / sub-system and / or software design, development, integration, test and documentation operations
- Development of system & software conceptualization, requirements definition and design, test and evaluation
- Probability, reliability, statistical analysis methods, test and evaluation techniques, and data collection
- Capability Maturity Model® Integration (CMMI), and
- Must be familiar with:
 - Applicable commercial and government regulations and standards
 - Probability, reliability, statistical analysis methods, test and evaluation techniques, and data collection
 - Cost Performance Reporting (CPR) including Earned Value Management (EVM)

4.2.2 Minimum Education/Experience:

- A Doctorate in an appropriate field with a minimum of eight (8) years of experience
- A Master's Degree in an appropriate field with a minimum of thirteen (13) years of experience
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of eighteen (18) years of experience
- Eight (8) years of experience may be substituted for the Bachelor's Degree



4.3 Principal Engineer/Scientist/Analyst (ESA-07)

4.3.1 Minimum/General Expertise:

Personnel in this category must have the complex expertise in Software and / or System / sub-system Engineering necessary to perform the following on project tasks.

- Design, development, integration, test and documentation operations
- Development of system & software conceptualization, requirements definition and design, test and evaluation
- Probability, reliability, statistical analysis methods, test and evaluation techniques, and data collection
- Capability Maturity Model® Integration (CMMI)
- Work performed by personnel assigned to this category may be appropriately supervised

4.3.2 Minimum Education/Experience:

- A Doctorate in an appropriate field with a minimum of three (3) years of experience
- A Master's Degree in an appropriate field with a minimum of eight (8) years of experience
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of thirteen (13) years of experience
- Eight (8) years of experience may be substituted for the Bachelor's Degree



4.4 Senior Engineer/Scientist/Analyst (ESA-08)

4.4.1 Minimum/General Expertise:

Personnel in this category must have the expertise in Software and / or System / sub-system Engineering necessary to perform the following on unit-level tasks.

- Design, development, integration, test and documentation operations
- Test and evaluation techniques, and data collection
- Capability Maturity Model® Integration (CMMI)
- Work performed by personnel assigned to this category may be appropriately supervised

4.4.2 Minimum Education/Experience:

- A Doctorate in an appropriate field
- A Master's Degree in an appropriate field with a minimum of three (3) years of experience
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of eight (8) years of experience
- Eight (8) years of experience may be substituted for the Bachelor's Degree



4.5 Advanced Engineer/Scientist/Analyst (ESA-09)

4.5.1 Minimum/General Expertise:

Personnel in this category must have the expertise in Software and / or System / sub-system Engineering necessary to support / perform the following on unit-level tasks.

- Development, integration, test and documentation operations
- Test and evaluation techniques, and data collection
- Work performed by personnel assigned to this category should be appropriately supervised

4.5.2 Minimum Education/Experience:

- A Master's Degree in an appropriate field
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of three (3) years of experience
- Eight (8) years of experience may be substituted for the Bachelor's Degree



4.6 Engineer/Scientist/Analyst (ESA-10)

4.6.1 Minimum/General Expertise:

Personnel in this category must have the knowledge of Software and / or System / sub-system Engineering necessary to support the following on unit-level tasks.

- Development, integration, test and data collection
- Work performed by personnel assigned to this category will be appropriately supervised

4.6.2 Minimum Education/Experience:

- A Bachelor's Degree in an appropriate field from an accredited college or university
- Eight (8) years of experience may be substituted for the Bachelor's Degree



4.7 Co/Op Engineer/Scientist/Analyst (ESA-11)

4.7.1 Minimum/General Expertise:

Personnel in this must be enrolled and have completed at least one (1) year of education in an accredited program in an appropriate field of study.

- Work performed by personnel assigned to this category must be appropriately supervised

4.7.2 Minimum Education/Experience:

- Enrolled in a Bachelor's Degree program in an appropriate field from an accredited college or university with a 3.0 average on a 4.0 scale
- A High School Diploma or (GED equivalent) and two (2) years of experience may be substituted for each year toward a completed Bachelor's Degree



5 Programming

5.1 Senior Programmer (P-07)

5.1.1 Minimum/General Expertise:

Personnel in this category will have the multifaceted skills necessary to perform the following application development tasks.

- Application conceptualization and familiar with applicable standards
- Software design, development, integration, test and documentation in accordance with Capability Maturity Model® Integration (CMMI)
- Software coding, testing and debugging of complicated military software using complex engineering and scientific principals

5.1.2 4Minimum Education/Experience:

- A Master's Degree in an appropriate field with a minimum of ten (10) years of programming experience
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of fifteen (15) years of programming experience
- An Associate's Degree in an appropriate field from an accredited college or university or technical school with a minimum of twenty (20) years of programming experience
- Eight (8) years of programming experience may be substituted for the Bachelor's Degree
- Four (4) years of programming experience may be substituted for the Associate's Degree



5.2 Advanced Programmer (P-08)

5.2.1 Minimum/General Expertise:

Personnel in this category will have the intricate skills necessary to perform the following software application development tasks.

- Application conceptualization and familiar with applicable standards
- Software design, development, integration, test and documentation in accordance with Capability Maturity Model@ Integration (CMMI)
- Software coding, testing and debugging of convoluted military software using complex engineering and scientific principals
- Work performed by personnel assigned to this category may be appropriately supervised

5.2.2 Minimum Education/Experience:

- A Master's Degree in an appropriate field with a minimum of six (6) years of programming experience
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of ten (10) years of programming experience
- An Associate's Degree in an appropriate field from an accredited college or university or technical school with a minimum of fifteen (15) years of programming experience
- Eight (8) years of programming experience may be substituted for the Bachelor's Degree
- Four (4) years of programming experience may be substituted for the Associate's Degree



5.3 Programmer (P-09)

5.3.1 Minimum/General Expertise:

Personnel in this category will have the skills necessary to perform the following software application development tasks.

- Software design, development, integration, test and documentation in accordance with Capability Maturity Model® Integration (CMMI)
- Software coding, testing and debugging of complicated military software using complex engineering and scientific principals
- Work performed by personnel assigned to this category should be appropriately supervised

5.3.2 Minimum Education/Experience:

- A Master's Degree in an appropriate field with a minimum of two (2) years of programming experience
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of six (6) years of programming experience
- An Associate's Degree in an appropriate field from an accredited college or university or technical school with a minimum of ten (10) years of programming experience
- Eight (8) years of programming experience may be substituted for the Bachelor's Degree
- Four (4) years of programming experience may be substituted for the Associate's Degree



5.4 Associate Programmer (P-10)

5.4.1 Minimum/General Expertise:

Personnel in this category will have the fundamental skills necessary to perform the following software application development tasks.

- Software coding, testing and debugging of complicated military software using complex engineering and scientific principals
- Work performed by personnel assigned to this category will be appropriately supervised

5.4.2 Minimum Education/Experience:

- A Master's Degree in an appropriate field
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of two (2) years of programming experience
- An Associate's Degree in an appropriate field from an accredited college or university or technical school with a minimum of six (6) years of programming experience
- Eight (8) years of programming experience may be substituted for the Bachelor's Degree
- Four (4) years of programming experience may be substituted for the Associate's Degree



5.5 Junior Programmer (P-11)

5.5.1 Minimum/General Expertise:

Personnel in this category should have the basic knowledge and be capable of assisting programmers in testing and debugging basic software applications

- Work performed by personnel assigned to this category must be appropriately supervised

5.5.2 Minimum Education/Experience:

- A Bachelor's Degree in an appropriate field from an accredited college or university
- An Associate's Degree in an appropriate field from an accredited college or university or technical school with a minimum of two (2) years of programming experience
- Eight (8) years of programming experience may be substituted for the Bachelor's Degree
Four (4) years of programming experience may be substituted for the Associate's Degree



6 Technician

6.1 Senior Technician (T-08)

6.1.1 Minimum/General Expertise:

Personnel in this category will have the multifaceted technical ability necessary for

- Maintaining, testing and troubleshooting military-related equipment and/or applications
- Maintaining, testing and troubleshooting military-related software applications
- Performing and documenting tests and measurements of an electronic / electro-mechanical / computer nature, in accordance with military and commercial standards
- Work performed by personnel assigned to this category may be appropriately supervised

6.1.2 Minimum Education/Experience:

- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of four (4) years of testing experience
- An Associate's Degree or Technical Certificate in an appropriate field from an accredited college or university or technical school with a minimum of eight (8) years of testing experience
- Four (4) years of programming experience may be substituted for the Associate's Degree



6.2 Technician (T-09)

6.2.1 Minimum/General Expertise:

Personnel in this category will have the intricate technical ability necessary for

- Maintaining, testing and troubleshooting military-related equipment and/or applications
- Maintaining, testing and troubleshooting military-related software applications
- Performing and documenting tests and measurements of an electronic / electro-mechanical / computer nature, in accordance with military and commercial standards
- Work performed by personnel assigned to this category should be appropriately supervised

6.2.2 Minimum Education/Experience:

- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of two (2) years of testing experience
- An Associate's Degree or Technical Certificate in an appropriate field from an accredited college or university or technical school with a minimum of four (4) years of testing experience
- Four (4) years of programming experience may be substituted for the Associate's Degree



6.3 Associate Technician (T-10)

6.3.1 Minimum/General Expertise:

Personnel in this category will have the technical ability necessary for

- Maintaining, testing and troubleshooting military-related equipment and/or applications
- Maintaining, testing and troubleshooting military-related software applications
- Performing and documenting tests and measurements of an electronic / electro-mechanical / computer nature, in accordance with military and commercial standards
- Work performed by personnel assigned to this category will be appropriately supervised

6.3.2 Minimum Education/Experience:

- A Bachelor's Degree in an appropriate field from an accredited college or university
- An Associate's Degree or Technical Certificate in an appropriate field from an accredited college or university or technical school with a minimum of two (2) years of testing experience
- Four (4) years of programming experience may be substituted for the Associate's Degree



6.4 Technical Aide (T-11)

6.4.1 Minimum/General Expertise:

Personnel in this category will have the willingness to learn necessary for

- Maintaining, testing and troubleshooting military-related equipment and/or applications
- Maintaining, testing and troubleshooting military-related software applications
- Work performed by personnel assigned to this category must be appropriately supervised

6.4.2 Minimum Education/Experience:

- A High School Diploma or (GED equivalent)



7 Administrator

7.1 Senior Staff Administrator/Analyst (AA-05)

7.1.1 Minimum General Expertise:

Personnel in this category will have the multifaceted expertise necessary to perform most if not all of the following administrative tasks for direct and indirect activities including but not limited to Accounting, Facilities, Human Resources, Security, Contracts, Pricing/Estimating, Procurement, Cost Tracking/Budgeting and Scheduling, Graphics, et al:

- Plan, coordinate, schedule, direct, and control administrative activities in compliance with management plans, policies and procedures and in compliance with applicable commercial and government regulations and standards
- Develop, implement, and maintain corporate and program specific Standard Operating Processes and Procedures
- Develop and implement recommendations for resolution of problems within and between the various administrative activities
- Review and evaluate all work performed by employees and subordinates
- Perform career guidance and performance assessment for all assigned subordinates
- Additional performance requirements may be levied depending on the nature of the position

7.1.2 Minimum Education/Experience:

- A Doctorate in an appropriate field with a minimum of fifteen (15) years of administrative experience
- A Master's Degree in an appropriate field with a minimum of twenty (20) years of administrative experience
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of twenty-five (25) years of administrative experience
- Eight (8) years of administrative experience may be substituted for the Bachelor's Degree



7.2 Staff Administrator/Analyst (AA-06)

7.2.1 Minimum General Expertise:

Personnel in this category will have the intricate expertise necessary to perform most of the following administrative tasks for direct and indirect activities including but not limited to Accounting, Facilities, Human Resources, Security, Contracts, Pricing/Estimating, Procurement, Cost Tracking/Budgeting and Scheduling, Graphics, et al:

- Plan, coordinate, schedule, direct, and control administrative activities in compliance with management plans, policies and procedures and in compliance with applicable commercial and government regulations and standards
- Develop, implement, and maintain corporate and program specific Standard Operating Processes and Procedures
- Develop and implement recommendations for resolution of problems within and between the various administrative activities
- Review and evaluate all work performed by employees and subordinates
- Perform career guidance and performance assessment for all assigned subordinates
- Additional performance requirements may be levied depending on the nature of the position

7.2.2 Minimum Education/Experience:

- A Doctorate in an appropriate field with a minimum of ten (10) years of administrative experience
- A Master's Degree in an appropriate field with a minimum of fifteen (15) years of administrative experience
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of twenty (20) years of administrative experience
- Eight (8) years of administrative experience may be substituted for the Bachelor's Degree



7.3 Principal Administrator/Analyst (AA-07)

7.3.1 Minimum/General Expertise:

Personnel in this category will have the complex expertise necessary to perform the following administrative tasks for direct and indirect activities including but not limited to Accounting, Facilities, Human Resources, Security, Contracts, Pricing/Estimating, Procurement, Cost Tracking/Budgeting and Scheduling, Graphics, et al:

- Plan, coordinate, schedule, direct, and control administrative activities in compliance with management plans, policies and procedures and in compliance with applicable commercial and government regulations and standards
- Develop, implement, and maintain corporate and program specific Standard Operating Processes and Procedures
- Develop and implement recommendations for resolution of problems within and between the various administrative activities
- Review and evaluate all work performed by employees and subordinates
- Perform career guidance and performance assessment for all assigned subordinates
- Additional performance requirements may be levied depending on the nature of the position

7.3.2 Minimum Education/Experience:

- A Doctorate in an appropriate field with a minimum of five (5) years of administrative experience
- A Master's Degree in an appropriate field with a minimum of ten (10) years of administrative experience
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of fifteen (15) years of administrative experience
- Eight (8) years of administrative experience may be substituted for the Bachelor's Degree



7.4 Senior Administrator/Analyst (AA-08)

7.4.1 Minimum/General Expertise:

Personnel in this category will have the expertise necessary to perform the following administrative tasks for direct and indirect activities including but not limited to Accounting, Facilities, Human Resources, Security, Contracts, Pricing/Estimating, Procurement, Cost Tracking/Budgeting and Scheduling, Graphics, et al:

- Coordinate, schedule, direct, and control administrative activities in compliance with management plans, policies and procedures and in compliance with applicable commercial and government regulations and standards
- Implement, and maintain corporate and program specific Standard Operating Processes and Procedures
- Develop and implement recommendations for resolution of problems within and between the various administrative activities
- Review and evaluate all work performed by employees and subordinates
- Additional performance requirements may be levied depending on the nature of the position

7.4.2 Minimum Education/Experience:

- A Doctorate in an appropriate field
- A Master's Degree in an appropriate field with a minimum of five (5) years of administrative experience
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of ten (10) years of administrative experience
- Eight (8) years of administrative experience may be substituted for the Bachelor's Degree



7.5 Advanced Administrator/Analyst (AA-09)

7.5.1 Minimum/General Expertise:

Personnel in this category will have the proficiency necessary to perform the following administrative tasks for direct and indirect activities including but not limited to Accounting, Facilities, Human Resources, Security, Contracts, Pricing/Estimating, Procurement, Cost Tracking/Budgeting and Scheduling, Graphics, et al:

- Coordinate, schedule, direct, and control administrative activities in compliance with management plans, policies and procedures and in compliance with applicable commercial and government regulations and standards
- Implement, and maintain corporate and program specific Standard Operating Processes and Procedures
- Implement resolutions for problems within and between the various administrative activities
- Work performed by personnel assigned to this category will be appropriately supervised

7.5.2 Minimum Education/Experience:

- A Master's Degree in an appropriate field
- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of five (5) years of administrative experience
- Eight (8) years of administrative experience may be substituted for the Bachelor's Degree



7.6 Administrator/Analyst (AA-10)

7.6.1 Minimum/General Expertise:

Personnel in this category will have the skill necessary to perform the following administrative tasks for direct and indirect activities including but not limited to Accounting, Facilities, Human Resources, Security, Contracts, Pricing/Estimating, Procurement, Cost Tracking/Budgeting and Scheduling, Graphics, et al:

- Coordinate, schedule, direct, and control administrative activities in compliance with management plans, policies and procedures and in compliance with applicable commercial and government regulations and standards
- Implement, and maintain corporate and program specific Standard Operating Processes and Procedures
- Work performed by personnel assigned to this category will be appropriately supervised

7.6.2 Minimum Education/Experience:

- A Bachelor's Degree in an appropriate field
- Eight (8) years of administrative experience may be substituted for the Bachelor's Degree



8 Administrative Specialist

8.1 Advanced Administrative Specialist (AS-08)

8.1.1 Minimum/General Expertise:

Personnel in this category will have the proficiency necessary to support or perform the following administrative tasks for direct and indirect activities including but not limited to Accounting, Facilities, Human Resources, Security, Contracts, Pricing/Estimating, Procurement, Cost Tracking/Budgeting and Scheduling, Graphics, et al:

- Coordinate, and schedule administrative activities in compliance with management plans, policies and procedures and in compliance with applicable commercial and government regulations and standards
- Implement, and maintain corporate and program specific Standard Operating Processes and Procedures
- Implement resolutions for problems within administrative activities
- Work performed by personnel assigned to this category will be appropriately supervised

8.1.2 Minimum Education/Experience:

- A Bachelor's Degree in an appropriate field from an accredited college or university with a minimum of four (4) years of administrative experience
- An Associate's Degree or Technical Certificate in an appropriate field from an accredited college or university or technical school with a minimum of eight (8) years of administrative experience
- Eight (8) years of administrative experience may be substituted for the Bachelor's Degree
- Four (4) years of administrative experience may be substituted for the Associate's Degree



8.2 Administrative Specialist (AS-09)

8.2.1 Minimum/General Expertise:

Personnel in this category will have the skill necessary to support or perform the following administrative tasks for direct and indirect activities including but not limited to Accounting, Facilities, Human Resources, Security, Contracts, Pricing/Estimating, Procurement, Cost Tracking/Budgeting and Scheduling, Graphics, et al:

- Coordinate, and schedule administrative activities in compliance with management plans, policies and procedures and in compliance with applicable commercial and government regulations and standards
- Implement, and maintain corporate and program specific Standard Operating Processes and Procedures
- Implement resolutions for problems within administrative activities
- Work performed by personnel assigned to this category will be appropriately supervised

8.2.2 Minimum Education/Experience:

- A Bachelor's Degree in an appropriate field from an accredited college or university
- An Associate's Degree in an appropriate field from an accredited college or university with a minimum of four (4) years of administrative experience
- Eight (8) years of administrative experience may be substituted for the Bachelor's Degree
- Four (4) years of administrative experience may be substituted for the Associate's Degree



8.3 Junior Administrative Specialist (AS-10)

8.3.1 Minimum/General Expertise:

Personnel in this category will have the ability necessary to support the following administrative tasks for direct and indirect activities including but not limited to Accounting, Facilities, Human Resources, Security, Contracts, Pricing/Estimating, Procurement, Cost Tracking/Budgeting and Scheduling, Graphics, et al:

- Coordinate, and schedule administrative activities in compliance with management plans, policies and procedures and in compliance with applicable commercial and government regulations and standards
- Work performed by personnel assigned to this category will be appropriately supervised

8.3.2 Minimum Education/Experience:

- An Associate's Degree in an appropriate field from an accredited college or university
- Four (4) years of administrative experience may be substituted for the Associate's Degree



8.4 Administrative Aide (AS-11)

8.4.1 Minimum/General Expertise:

Personnel in this category must have the willingness to learn the following administrative tasks for direct and indirect activities including but not limited to Accounting, Facilities, Human Resources, Security, Contracts, Pricing/Estimating, Procurement, Cost Tracking/Budgeting and Scheduling, Graphics, et al:

- Work performed by personnel assigned to this category will be supervised

8.4.2 Minimum Education/Experience:

- A High School Diploma or (GED equivalent)

