



LABOR CATEGORY DESCRIPTIONS

TECHNICAL MANAGER

General Experience

Training and experience in the oversight and supervision of business processes and information products and systems. Manages program/technical support operations, which may involve multiple projects/task orders and personnel at single or diverse locations. Organizes, directs, and coordinates planning and execution of program/technical support activities. Has demonstrated information technology expertise and communications skills to be able to interface with all levels of management. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities.

Functional Responsibility

Duties may include ensuring project/task adheres to work standards, assigning schedules, reviewing work, supervising contractor personnel and communicating policies, procedures and goals of the organization to personnel. May manages a diverse group of functional activities, as well as subordinate groups of technical and administrative personnel. Responsible for the contract performance.

Minimum Education

Bachelors Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management or technical disciplines. **Note:** *Additional years of related experience may be substituted for degree requirements (four years additional related experience or Associate's degree plus two years additional related experience may be substituted for a Bachelors). Similarly, a related degree may be substituted for years of related work experience (Additional Bachelor for two years experience, Masters plus four years experience, or Doctorate for six years experience)*

Technical Manager Level	Years Experience	Education
1	2	Bachelor
2	5	Bachelor
3	8	Bachelor
4	11	Bachelor
5	13	Bachelor
6	15	Bachelor
7	16	Bachelor
8	17	Bachelor
9	19	Bachelor
10	20	Bachelor



TECHNICAL ADMINISTRATOR

Minimum/General Experience

Possesses experience that may include program support for information technology projects. Skills may include organizing, directing, coordinating or supporting the planning and execution of all contract support activities. Demonstrates communications skills with all levels of management.

Functional Responsibility

Directs or supports financial management and administrative activities, such as budgeting, manpower, subcontract arrangements, resource planning, and financial reporting as well as documentation and organizational activities on information technology projects. May serve as the Contractor counterpart of the ordering activity Contracting Officer. Duties may include responding to all matters regarding program or project financial administration. May develop and track program financial performance.

Minimum Education

Bachelors Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management or technical disciplines. **Note:** Additional years of related experience may be substituted for degree requirements (four years additional related experience or Associate's degree plus two years additional related experience may be substituted for a Bachelors). Similarly, a related degree may be substituted for years of related work experience (Additional Bachelors for two years experience, Masters plus four years experience, or Doctorate for six years experience)

Technical Administrator Level	Years Experience	Education
1	0	High School Diploma
2	3	Bachelors
3	4	Bachelors
4	6	Bachelors
5	10	Bachelors

TECHNICAL SUBJECT MATTER EXPERT/CONSULTANT

Minimum/General Experience

Requires significant experience in information systems, including specialized experience providing state-of-the-art solutions in information systems technology. Specialized experience may include, but is not limited to: support analysis, systems analysis, design, data, rule and process modeling, data dictionary development and implementation plan development and programming using manual and automated tools and methods.

Functional Responsibility

Provides high level functional and systems analysis, design, integration, documentation, and implementation advice on exceptionally complex studies which require expert knowledge of the subject matter for effective problem solution. Could participate in all phases of study development with emphasis on the planning, analysis, documentation, and presentation phases.



Duties may include overseeing the design and preparation of technical reports and related documentation.

Minimum Education

Bachelors Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management, business or technical disciplines.

Note: Additional years of related experience may be substituted for degree requirements (four years additional related experience or Associate's degree plus two years additional related experience may be substituted for a Bachelors). Similarly, a related degree may be substituted for years of related work experience (Additional Bachelors for two years experience, Masters plus four years experience, or Doctorate for six years experience)

Technical SME Level	Years Experience	Education
1	6	Bachelors
2	10	Bachelors
3	12	Bachelors
4	13	Masters
5	15	Masters

TECHNICAL ENGINEER

Minimum/General Experience

Requires experience which may include, but is not limited to, performing, leading, and coordinating activities in such technical/functional areas as: requirements analysis, software design, database support, design, software development, software integration, software documentation, system test, evaluation, user training, technical architecture, software and hardware infrastructure and network support as well as and other technically related tasks. Specialized experience that may include network topologies and configurations, bridges, routers, hubs and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems, as well as object-oriented principles, and the logical and physical functional, operational, and technical architecture of large and complex systems.

Functional Responsibility

Duties include tasks related to the design, support and management of information management resources, such as analysis, design, development, coding, database support and management, engineering and architecture. May design, build or support systems and develop integration standards and techniques for implementation, as well as apply business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Could evaluate communication hardware and software, troubleshoot LAN/MAN/WAN and other network related problems or software related issues. May provide technical expertise for performance and configuration of networks, as well as software development. Could develop and apply organization-wide information models for use in designing and building integrated, shared software and database management systems. Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of systems for information management applications. May provides technical leadership developing solutions for engineering studies.



Minimum Education

Bachelors Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, or technical disciplines. **Note:** *Additional years of related experience may be substituted for degree requirements (four years additional related experience or Associate's degree plus two years additional related experience may be substituted for a Bachelors). Similarly, a related degree may be substituted for years of related work experience (Additional Bachelors for two years experience, Masters plus four years experience, or Doctorate for six years experience)*

Technical Engineer Level	Years Experience	Education
1	1	Bachelors
2	2	Bachelors
3	3	Bachelors
4	4	Bachelors
5	5	Bachelors
6	6	Bachelors
7	7	Bachelors
8	8	Bachelors
9	9	Bachelors
10	10	Bachelors
11	11	Bachelors
12	12	Bachelors
13	13	Bachelors
14	14	Bachelors
15	15	Bachelors

TECHNICAL ANALYST

Minimum/General Experience

Experience in information systems implementation, requirements, change management efforts or business process redesign. Applicable knowledge and familiarity in functional areas which may include systems engineering, acquisition management, business process reengineering, systems security, quality assurance, test and evaluation, reliability and maintainability, organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

Functional Responsibility

Duties could include reviewing, analyzing, or documenting organization's business process, requirements or system flows. May design, code and test functional components of information systems according to project specifications. Could identify and document functional requirements for information systems. May develop project documentation and/or user training materials according to program specifications. Could conduct user training sessions as well as prepare communication plans. Responsibilities could also include producing database extracts, as well as providing technical support to software development teams. Performs program, management support tasks, such as status reporting and work plan maintenance.



CPS Healthcare, Inc.
1101 Wilson Boulevard, Ste. 1750
Arlington, Virginia 22209
Phone - 703-994-4111
eFax - 866-508-6504

Minimum Education

Bachelors Degree in Computer Science, Information Systems, Engineering, Business, Social Science, or other related analytical, scientific, management, business or technical disciplines.

Note: Additional years of related experience may be substituted for degree requirements (four years additional related experience or Associate's degree plus two years additional related experience may be substituted for a Bachelors). Similarly, a related degree may be substituted for years of related work experience (Additional Bachelors for two years experience, Masters plus four years experience, or Doctorate for six years experience)

Technical Analyst Level	Years Experience	Education
1	0	Bachelors
2	1	Bachelors
3	2	Bachelors
4	3	Bachelors
5	5	Bachelors
6	7	Bachelors
7	9	Bachelors
8	11	Bachelors
9	13	Bachelors
10	15	Bachelors