

## FABS LABOR CATEGORY DESCRIPTIONS

### **Education versus Experience**

Quantech Services offers only personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. Quantech does allow experience to substitute for education requirements and education for experience. Also, Professional Certification related to the technology is equivalent to two years of experience or the education requirement. GSA and/or the ordering activities may have access to any Quantech's employee resume (by request) before, during or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituting person will have equal or greater qualifications than the departing employee. Quantech's criteria for substitution of educational degree or experience is as follows:

- **Education Substituted for Experience:** Formal education may substitute for experience. Each formal degree (i.e., Bachelors, Masters, or Ph.D.) may substitute for four (4) years of experience.
- **Experience Substituted for Formal Education:** Specialized experience may substitute for formal education. Four (4) years of experience may substitute for a Bachelor Degree. Bachelor's Degree plus 2 years of additional general experience and 2 additional years of specific related experience with similar functional responsibilities may substitute for a Master's Degree.

### **Program Director (BPA Manager)**

**Minimum /General Experience:** Has fifteen (15) years of progressive experience in a combination of financial, business, systems acquisition and information technology related field with (10) years program/project management experience.

**Functional Responsibilities:** Responsible for the direction of a large, complex program(s) or a particular function(s) which may involve a single or several customer locations. Directs the efforts of a substantial number of professional and administrative contracted support staff in carrying out the tasks necessary to meet the customer's requirements. Must have demonstrated capabilities for oral and written communications with all levels of staff and management. Must have in-depth knowledge of the areas for which responsibility is given. Has authority and responsibility to identify and direct resources to meet contract requirements. Meets with customer and contractor personnel to develop and review program plans, schedules, assignments, and costs. Ensures conformance with cost, schedule and quality control requirements.

**Minimum Education:** Possesses a Master's degree in business administration, finance, accounting, or other related technical or scientific discipline or equivalent work experience per Quantech's policy shown above.

## **Program Manager**

**Minimum/General Experience:** Ten (10) years of progressive experience in a combination of financial, business, systems acquisition and information technology related field with five (5) years program management experience.

**Functional Responsibilities:** Organizes, directs, and manages the contract operation and support functions at a specific site where a substantial number of contractor support personnel are assigned. Must have demonstrated capability for oral and written communications with all levels of management. Has authority and responsibility to identify and direct resources to meet contract requirements. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with cost, schedule and quality control requirements.

**Minimum Education:** Bachelor's degree in business administration, finance, accounting or other related technical or scientific discipline or equivalent work experience per Quantech's policy shown above.

## **Task Manager**

**Minimum/General Experience:** Six (6) years experience in a combination of financial, business, systems acquisition and information technology related field with increasing responsibility in management and supervision.

**Functional Responsibilities:** Responsible for the day-to-day management and administration of a specific task, or for a particular portion of a larger, more complex project. Fully knowledgeable of all aspects of the technical/financial areas involved in the assigned project. Redirects resources as needed to complete tasks within cost and schedule milestones. Provides daily interaction with customer to discuss task/deliverable status, concerns/issues, and ensures conformance with cost, schedule and quality control requirements.

**Minimum Education:** Bachelor's degree in business administration, finance, accounting or other related technical or scientific discipline or equivalent work experience per Quantech's policy shown above.

## **Principal Cost Analyst**

**Minimum/General Experience:** Seven (7) years of systems oriented cost analysis experience, demonstrating progressively more responsible assignments and has

managed or provided overall direction and leadership for the preparation of cost estimates. At least four (4) of the seven (7) years of cost analysis experience must be on complex Department of Defense and other Federal agency systems and related functions.

**Functional Responsibility:** Plans, organizes, directs and conducts systems oriented cost estimating/training tasks in problem areas of extensive scope and complexity. The problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. Has extensive technical responsibility for interpreting, organizing, executing and coordinating assignments, including the direction of other cost estimators. Keeps abreast of cost estimating methodologies, databases and tools. Demonstrates understanding of Department of Defense and Office of Management and Budget (OMB) directives and circulars. Makes technical cost estimating decisions, which are considered authoritative and which demonstrate mature cost estimating judgment in anticipating and solving complex cost analysis problems. Work requires the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative investment strategies.

**Minimum Education:** Bachelor's degree in business, economics, mathematics, engineering or related field or equivalent work experience per Quantech's policy shown above.

### **Senior Cost Analyst**

**Minimum/General Experience:** Five (5) years of systems oriented cost analysis experience, demonstrating progressively more responsible assignments and has managed or provided overall direction and leadership for the preparation of cost estimates. At least three (3) of the five years of cost analysis experience must be on complex Department of Defense and other Federal agency systems and related functions

**Functional Responsibility:** Plans, organizes, directs and conducts systems oriented cost estimating/training tasks in problem areas of moderate scope and complexity. The problems are difficult to define and may require novel approaches and the use of sophisticated techniques. Has moderately extensive technical responsibility for interpreting, organizing, executing and coordinating assignments, including the direction of other cost estimators. Keeps abreast of new cost estimating methodologies, databases and tools. Demonstrates understanding of Department of Defense and Office of Management and Budget (OMB) directives and circulars. Makes technical cost estimating decisions, which are considered authoritative and which demonstrate mature cost estimating judgment in anticipating and solving complex cost analysis problems. Work requires the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative investment strategies.

**Minimum Education:** Bachelor's degree in business, economics, mathematics, engineering or related field or equivalent work experience per Quantech's policy shown above.

### **Cost Analyst**

**Minimum/General Experience:** Three (3) years of systems oriented cost analysis experience. At least two (2) of the three (3) years of cost analysis experience must be on complex Department of Defense and other Federal agency systems and related functions.

**Functional Responsibility:** Applies diversified knowledge of systems oriented cost estimating principles and practices in areas of assignments. Work requires the modification and extension of existing methodologies and may require the use of advanced techniques. Plans and conducts work requiring judgment in the evaluation, selection and adaptation and or modification of methodologies and tools. Normally receives technical guidance or consults with senior cost analysts on unusual or complex problems. Work requires the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative investment strategies. Work is reviewed by the senior cost analyst or manager to ensure technical accuracy and to ensure it satisfies customer needs and complies with the contractor's overall estimating standards.

**Minimum Education:** Bachelor's degree in business, economics, mathematics, engineering or related field or equivalent work experience per Quantech's policy shown above.

### **Junior Cost Analyst**

**Minimum/General Experience:** Associate or Bachelor's degree in business, economics, mathematics, engineering or related field.

**Functional Responsibility:** Typically uses prescribed methods, performs specific and limited portions of broader assignments normally under the direction of an experienced cost analyst.

**Minimum Education:** Bachelor's degree in business, economics, mathematics, engineering or related field.

### **Principal Subject Matter Expert**

**Minimum/General Experience:** In addition to general experience and knowledge of the finance and business related area involved, must have twenty (18) years of progressive experience in the specific area to be supported.

**Functional Responsibilities:** This labor category exists for the use of specialists and/or consultants who will provide expert support in the area(s) specified by the customer.

**Minimum Education:** Master's degree in business, finance, economics or technical field related to the task or equivalent work experience per Quantech's policy shown above.

### **Senior Subject Matter Expert**

**Minimum/General Experience:** In addition to general experience and knowledge of the finance and business related area involved, must have fifteen (15) years of progressive experience in the specific area to be supported.

**Functional Responsibilities:** This labor category exists for the use of specialists and/or consultants who will provide expert support in the area(s) specified by the customer.

**Minimum Education:** Bachelor's degree in business finance, economics or technical field related to the task. Specialized field certification may be substituted for the Master's degree requirement, or equivalent work experience per Quantech's policy shown above.

### **Subject Matter Expert II**

**Minimum/General Experience:** Twelve (12) years of progressive experience in the area to be supported.

**Functional Responsibilities:** This labor category exists for the use of specialists and/or consultants who will provide expert support in the area(s) specified by the customer. The use of this category must be approved by the customer on a case by case basis.

**Minimum Education:** Bachelor's degree in business finance, economics or technical field related to the task. Specialized field certification may be substituted for the Master's degree requirement, or equivalent work experience per Quantech's policy shown above.

### **Subject Matter Expert I**

**Minimum/General Experience:** Ten (10) years of progressive experience in the area to be supported.

**Functional Responsibilities:** This labor category exists for the use of specialists and/or consultants who will provide expert support in the area(s) specified by the customer.

**Minimum Education:** Bachelor's degree in business finance, economics or technical field related to the task, or equivalent work experience per Quantech's policy shown above.

### **Principal Analyst/Specialist**

**Minimum/General Experience:** Twelve (12) years progressive experience, selectively or in combination, within the general functional area and eight (8) years specialized experience directly related to the specified task area. Applicable functional areas include systems analysis, systems acquisition, engineering, financial operations, strategic planning, business process reengineering, financial/business information systems, and program management.

**Functional Responsibilities:** Leads a team of analysts performing a broad range of tasks on a large, complex systems oriented program/project or major functional areas. Possesses demonstrated advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Plans, develops or supports programs/projects; establishes objectives and requirements; adapts and applies applicable technical, administrative, financial and business processes and procedures; develops budgets; develops program/project standards and schedules; monitors outside resources; coordinates and reviews work of assigned staff. Reviews/oversees preparation of all related documentation; conducts reviews, technical interchange meetings, etc. Works independently under general guidelines or objectives and directly participates and coordinates with the highest echelons and authority on all aspects pertinent to the successful implementation of the program or functional area.

**Minimum Education:** Bachelor's degree in related business or technical discipline or equivalent work experience per Quantech's policy shown above.

### **Senior Analyst/Specialist II**

**Minimum/General Experience:** Ten (10) years progressive experience, selectively or in combination, within the general functional area and six (6) years specialized experience directly related to the specified task area. Applicable functional areas include systems analysis, systems acquisition, engineering, financial operations, strategic planning, business process reengineering, financial/business information systems, and program management.

**Functional Responsibilities:** Leads a small team of analysts performing tasks on a single systems oriented program/project or a major functional area. Fully knowledgeable of all aspects of the program or programs under his/her management; establishes objectives and requirements; develops budgets; develops program/project standards and schedules; monitors outside resources. Has experience or extensive knowledge

with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees preparation of all related documentation; conducts program reviews, meetings, etc. Works independently under general guidelines or objectives set by supervisor.

**Minimum Education:** Bachelor's degree in related business or technical discipline or equivalent work experience per Quantech's policy shown above.

### **Senior Analyst/Specialist I**

**Minimum/General Experience:** Seven (7) years progressive experience within the general functional area and four (4) years specialized experience working in the specialized functional area. Applicable functional areas include systems analysis, systems acquisition, engineering, financial operations, strategic planning, business process reengineering, financial/business information systems, and program management.

**Functional Responsibilities:** Performs a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative aspects of the program or functional area. Uses own knowledge and information supplied relative to the technical or administrative aspects of the program to perform technical studies and analyses and prepare inputs to program documentation as it relates to that particular functional area; reviews final documents or data deliverables for completeness and conformity to requirements. Organizes and maintains management files and other data deliverable files. Participates in meetings, reviews, briefings, etc. relating to the particular support function; identifies and reports on issues or related problems and potential risks; recommends risk mitigation actions. Works independently, under general guidelines set by supervisor; modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered.

**Minimum Education:** Bachelor's degree in a related business or technical discipline or equivalent work experience per Quantech's policy shown above.

### **Analyst/Specialist II**

**Minimum/General Experience:** Five (5) years progressive experience within the general functional area and two (2) years specialized experience working in the specified functional area. Applicable functional areas include systems analysis, systems acquisition, engineering, financial operations, strategic planning, business process reengineering, financial/business information systems, and program management.

**Functional Responsibilities:** Performs routine assignment on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task. Using prescribed methods and information supplied, develops draft inputs to program

documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness. Organizes and maintains management files; tracks preparation and delivery status of data deliverables. Participates in meetings, reviews, working groups and briefings; reports issues and problems; recommends solutions. Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness.

**Minimum Education:** Bachelor's degree in a related business or technical discipline or equivalent work experience per Quantech's policy shown above.

### **Analyst/Specialist I**

**Minimum/General Experience:** Three (3) years progressive experience within the general functional area and two (2) years specialized experience working in the specialized functional area. Applicable functional areas include systems analysis, systems acquisition, engineering, financial operations, strategic planning, business process reengineering, financial/business information systems, and program management.

**Functional Responsibilities:** Performs routine assignments on a range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative aspects of the program or functional area. Uses information supplied to perform technical studies and analyses and prepare inputs to program documentation as it relates to that particular functional area; reviews final documents or data deliverables for completeness and conformity to requirements. Maintains management files and other data deliverable files. Participates in meetings, reviews, briefings, etc. relating to the particular support function; identifies and reports on issues or related problems and potential risks. Works under general guidelines set by supervisor; modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered.

**Minimum Education:** Bachelor's degree in a related business or technical discipline or equivalent work experience per Quantech's policy shown above.

### **Junior Analyst/Specialist II**

**Minimum/General Experience:** Two (2) years experience within the general functional area and one (1) year of specialized experience working in the specified functional area. Applicable functional areas include strategic planning, systems analysis, systems acquisition, engineering, financial operations, strategic planning, business process reengineering, financial/business information systems, and program management.



**Functional Responsibilities:** Performs routine assignments associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task. Using prescribed methods and information supplied, prepares draft inputs to program documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness. Maintains management files; tracks preparation and delivery status of data deliverables. Participates in meetings, reviews, working groups and briefings; reports issues and problems. Works under guidelines established by supervisor; receives instructions on specific assignment objectives, features, possible solutions, etc. Work is reviewed for consistency and completeness.

**Minimum Education:** Bachelor's degree in a related business or technical discipline or equivalent work experience per Quantech's policy shown above.

### **Junior Analyst/Specialist I**

**Minimum/General Experience:** Entry level position. Individual must possess a bachelor degree or equivalent years of experience.

**Functional Responsibilities:** Entry level positions, performs routine assignments associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task under direct supervision. Using prescribed methods and information supplied, prepares draft inputs to program documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness.

**Minimum Education:** Associate or Bachelor's degree in a related business or technical discipline or equivalent work experience per Quantech's policy shown above.

### **Principal Operations Research Analyst**

**Minimum/General Experience:** Has ten (10) years progressive experience within the general functional area and four (8) years specialized experience working in the specialized functional area. Applicable functional areas include operations research, engineering, business, information systems, or management science, coupled with a quantitative discipline such as economics, mathematics or statistics.

**Functional Responsibilities:** Leads a team of analysts performing a broad range of tasks associated with the application of analytical methods and operations research techniques to address complex organizational problem areas. Reviews/oversees preparation of proposed alternative solutions involving diverse issues such as top-level strategy, planning, forecasting, resource allocation, performance measurement, pricing, systems development/production and analysis of data. Extensive knowledge of

database collection and management as well as industry standard techniques (e.g. simulation, econometrics, decision analysis) and sophisticated software programs. Coordinates, reviews and supervises work of assigned staff. Works independently under guidelines or objectives set by supervisor.

**Minimum Education:** Bachelor's degree in a related business or technical discipline or equivalent work experience per Quantech's policy shown above.

### **Senior Operations Research Analyst**

**Minimum/General Experience:** Has seven (7) years progressive experience within the general functional area and four (4) years specialized experience working in the specialized functional area. Applicable functional areas include operations research, engineering, business, information systems, or management science, coupled with a quantitative discipline such as economics, mathematics or statistics.

**Functional Responsibilities:** Lead analyst performing a broad range of tasks associated with the application of analytical methods and operations research techniques to address complex organizational problem areas. Recommends alternative solutions involving diverse issues such as top-level strategy, planning, forecasting, resource allocation, performance measurement, pricing, systems development/production and analysis of data. Works independently, under general guidelines set by supervisor; modifies and/or adapts techniques and standard approaches to solve difficult problems encountered. Extensive knowledge of database collection and management as well as industry standard techniques (e.g. simulation, econometrics, decision analysis) and sophisticated software programs. Must have demonstrated capability for oral and written communications with all levels of management.

**Minimum Education:** Bachelor's degree in a related business or technical discipline or equivalent work experience per Quantech's policy shown above.

### **Operations Research Analyst**

**Minimum/General Experience:** Has four (4) years progressive experience within the general functional area and two (2) years specialized experience working in the specialized functional area. Applicable functional areas include operations research, engineering, business, information systems, or management science, coupled with a quantitative discipline such as economics, mathematics or statistics.

**Functional Responsibilities:** Performs routine assignments on a range of tasks associated with the application of analytical methods and operations research techniques to address organizational problem areas. Recommends alternative solutions involving diverse issues such as top-level strategy, planning, forecasting, resource allocation, performance measurement, pricing, systems development/production and analysis of data. Must be proficient in database collection and management as well as

industry standard techniques (e.g. simulation, econometrics, decision analysis) and sophisticated software programs. Works under general guidelines set by supervisor; modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered. Must have demonstrated capability for oral and written communications with all levels of management.

**Minimum Education:** Bachelor's degree in a related business or technical discipline or equivalent work experience per Quantech's policy shown above.

### **Junior Operations Research Analyst**

**Minimum/General Experience:** Up to two (2) years experience in operations research, engineering, or management science, coupled with a quantitative discipline such as economics, mathematics or statistics.

**Functional Responsibilities:** Entry level position. Assists more senior analysts with routine assignments on a range of tasks associated with the application of analytical methods and operations research techniques to address organizational and/or functional area problems. Performs research to support proposed alternative solutions involving diverse issues such as top-level strategy, planning, forecasting, resource allocation, performance measurement, pricing, systems development/production and analysis of data. Must be familiar with database collection and management as well as industry standard techniques (e.g. simulation, econometrics, decision analysis) and sophisticated software programs. Works under guidelines established by supervisor; receives instructions on specific assignment objectives, features, possible solutions, etc.

**Minimum Education:** Bachelor's degree in a related business or technical discipline or equivalent work experience per Quantech's policy shown above.

### **Principal Accountant**

**Minimum/General Experience:** Ten (10) years progressive experience within the general functional area and five (5) years specialized experience working in the specialized functional area. Applicable functional areas include accounting, finance or a related field. Proven credentials from professional societies, proving continuing education and training is desired.

**Functional Responsibility:** Records and analyze financial information subject to government regulation; conducts budgeting, performance evaluation, cost management, and asset management. Involved in strategic planning or new-product development. Analyzes and interprets financial information needed to make sound business decisions. Prepares financial reports for non-management groups, including stockholders, creditors, regulatory agencies, and tax authorities.

**Minimum Education:** Bachelor's degree in accounting, auditing, finance or a related business or technical discipline or equivalent work experience per Quantech's policy shown above.

### **Senior Accountant**

**Minimum/General Experience:** Eight (8) years progressive experience within the general functional area and five (5) years specialized experience working in the specialized functional area. Applicable functional areas include accounting, finance or a related field.

**Functional Responsibility:** Requires ability to apply specialized knowledge of the principles and concepts of accounting including delegated limits, developing systems, executing day-to-day maintenance of transactions, interpreting results, solving problems and offering advice.

**Minimum Education:** Bachelor's degree in accounting, auditing, finance or a related business or technical discipline or equivalent work experience per Quantech's policy shown above.

### **Accountant**

**Minimum/General Experience:** Five (5) years progressive experience within the general functional area and two (2) years specialized experience working in the specialized functional area. Applicable functional areas include accounting, finance or a related field.

**Functional Responsibility:** Establishes, interprets and analyzes complex accounting records and financial statements. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Reviews financial statements for completeness, accuracy, and conformance with uniform accounting classifications. Prepares simple financial statements. Reconciles reports and financial data and identifies inconsistencies and errors. Must have experience assessing accounting processes and systems, and formulating recommendations to improve the efficiency and effectiveness of accounting policies, procedures and operations. Will have a comprehensive knowledge statistical sampling, regression analysis, internal rate of return analysis, use of inflation indices and other tools necessary to process, summarize and assess, accounting transactions and data.

**Minimum Education:** Bachelor's degree in accounting, auditing, finance or a related technical or business discipline or equivalent work experience per Quantech's policy shown above.

### **Junior Accountant**

**Minimum/General Experience:** Up to two (2) years progressive experience within the general functional area. Applicable functional areas include accounting, finance or a related field.

**Functional Responsibility:** Responsible for completion and maintenance of general ledgers and financial reports. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.

**Minimum Education:** Associate's or a Bachelor's degree in accounting, auditing, finance or a related technical or business discipline or equivalent work experience per Quantech's policy shown above.

### **Principal Financial Analyst/Consultant**

**Minimum/General Experience:** Ten (10) years progressive experience within the general functional area and three (3) years specialized experience working in the specialized functional area. Applicable functional areas include accounting, finance or a related field.

**Functional Responsibility:** Acts as lead senior technical expert for financial analysis services, including those tasks related to accounting, budgeting, management systems, financial analysis and reporting, planning, performance measurement and other financial management services. Organizes, directs, and coordinates planning and output of task order activities; meets with customer representatives to coordinate the execution of individual financial tasks. Formulates and executes approved task order objectives to ensure the quality and timeliness of deliverables, in conformance with government standards. Develops and organizes tasks and identifies resources and techniques appropriate to accomplish task objectives. Directs and controls financial analysis tasks. Orchestrates all work to be assigned, including explanation of the purpose and objectives of the tasks, scheduling the task, providing direct supervision, and review. Helps determine appropriate analysis techniques to efficiently and effectively accomplish each task. Requires competence in planning, executing, and controlling financial analysis tasks. Must have demonstrated capability for oral and written communications with all levels of management.

**Minimum Education:** Bachelor's degree and Master's degree in Accounting, Auditing, Business Administration, or related discipline or equivalent work experience per Quantech's policy shown above.

### **Senior Financial Analyst/Consultant**

**Minimum/General Experience:** Six (6) years progressive experience within the general functional area and three (3) years specialized experience working in the specialized functional area. Applicable functional areas include accounting, auditing, finance or a related field.

**Functional Responsibility:** Lead expert for financial analysis services, including those tasks related to accounting, budgeting, management systems, financial analysis and reporting, planning, performance measurement and other financial management services. Develops and identifies techniques appropriate to accomplish task objectives. Leads financial process analysis tasks. Must have demonstrated capability for oral and written communications with all levels of management.

**Minimum Education:** Bachelor's degree in finance, accounting, auditing or related discipline or equivalent work experience per Quantech's policy above.

### **Financial Analyst/Consultant**

**Minimum/General Experience:** Four (4) years progressive experience within the general functional area and three (3) years specialized experience working in the specialized functional area. Applicable functional areas include work that has contributed to the specialist's comprehensive knowledge of: (a) transaction classifications, processes, and analyses; (b) data summarization and analysis including the procedures, tools and techniques required to accomplish these analyses; (c) accounting and audit issue assessment and resolution techniques; and (d) internal control evaluation and improvement procedures and techniques.

**Functional Responsibility:** Supports financial planning, budget formulation, budget execution, budget monitoring, managerial cost accounting, financial analysis, financial management systems, financial risk analysis, other financial reporting, management controls, financial oversight of agency activities, performance measurement, activity-based cost management support, ADP control reviews, management and internal control reviews, improving agency financial management processes and systems on a continuous basis, and any other type of financial consulting and technical assistance that is deemed to be necessary by the Chief Financial Officer or agency senior financial and program managers. If leading a project, develops implementation plan and monitors/reports project status.

**Minimum Education:** Bachelor's degree in accounting, auditing, finance, or related discipline or equivalent work experience per Quantech's policy above.

### **Junior Financial Analyst/Consultant**

**Minimum/General Experience:** Up to two (2) years progressive experience within the general functional area. Applicable functional areas include accounting, auditing, finance or a related field.

**Functional Responsibility:** Assists more senior level consultants in support of financial planning, budget formulation, budget execution, budget monitoring, managerial cost accounting, financial analysis, financial management systems, financial risk analysis, other financial reporting, management controls, financial oversight of agency activities,

performance measurement, activity-based cost management support, ADP control reviews, management and internal control reviews, improving agency financial management processes and systems on a continuous basis, and any other type of financial consulting and technical assistance that is deemed to be necessary by the Chief Financial Officer or agency senior financial and program managers.

**Minimum Education:** Associate's or a Bachelor's degree in accounting, auditing, finance or a related technical or business discipline or equivalent work experience per Quantech's policy shown above.

### **Senior Systems Analyst**

**Minimum/General Experience:** Eight (8) years of progressive computer systems and technologies experience in a financial, business or Government information systems environment with (4) years of programming experience.

**Functional Responsibilities:** Directs the analysis of agency financial systems operations, processes and procedures. Leads user requirements analysis, translates results into system designs and implements financial systems that improve financial operations. In-depth knowledge of database architecture, object oriented design, and systems design and implementation. Demonstrated experience in evaluating systems and products for compliance with standards, principles and internal controls. Demonstrated project management experience for all project life cycle phases, including requirements documents, specification development, schedule development and status reporting.

**Minimum Education:** Bachelor's degree in computer science, information science or management information systems or a related technical discipline or equivalent work experience per Quantech's policy as shown above.

### **Systems Analyst**

**Minimum/General Experience:** Computer systems and technologies experience in a financial, business or Government information systems environment with programming language experience.

**Functional Responsibilities:** Performs extensive analysis of agency financial systems operations, processes and procedures. Performs user requirements analysis, translates results into system designs and assists with implementing financial systems that improve financial operations. Knowledge of database architecture, object oriented

design, and systems design and implementation. Must be capable of evaluating systems and products for compliance with specific standards, principles and internal controls. Demonstrated understanding for all project life cycle phases and related project management activities.

**Minimum Education:** Bachelor's degree in computer science, information science or management information systems or a related technical discipline or equivalent work experience per Quantech's policy as shown above.

### **Administration Support/Data Tech I**

**Minimum/General Experience:** Knowledge of desk top/lap top computers and Microsoft Office and related office automation applications.

**Functional Responsibility:** Provide administration support to staff. Responsibilities include filing, maintaining the library; typing and preparation of correspondence and technical documentation such as technical reports, studies, working notes, briefings, monthly progress reports, and spreadsheets.

**Minimum Education:** High School Diploma or equivalent work experience per Quantech's policy shown above.

### **Administration Support/Data Tech II**

**Minimum/General Experience:** Experience working with technical, schedule, or cost information including indexing, cataloging, processing, editing and abstracting cost, schedule, or technical information.

**Functional Responsibility:** Capability to assist analysts and specialists by collecting, organizing and maintaining financial, cost, and accounting related data. This includes carrying out literature and reference searches to extract and/or abstract pertinent information from source material in support of financial and cost analysis activities. Ability to perform some computer assisted analysis of data.

**Minimum Education:** Associate or Bachelor's degree or equivalent work experience per Quantech's policy shown above.