

## **MOBIS 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 criterion 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 .

### **Senior Program Director**

**Minimum/General Experience:** Has fifteen (15) years of progressive experience in a combination of systems acquisition activities. Has ten (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 administrative and professional 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. Meets with customer and contractor personnel to develop and review program plans, schedules, assignments, costs, etc. Ensures conformance with schedules and costs.

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

### **Program Manager III**

Minimum/General Experience: Has twelve (12) years of progressive experience in a combination of systems acquisition activities. Has eight (8) years program/project management experience.

Functional Responsibilities: Organizes, directs, and manages the operation and maintenance functions at a specific site where a substantial number of contractor support personnel are assigned. Manages substantial computer support operations including, but not limited to, systems acquisition, computer operations, system software maintenance, production control, data entry, remote job entry, tape library, etc. Must have demonstrated capability for oral and written communications with all levels of management. Must have a thorough knowledge of the capabilities of applicable computer and communications configurations. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with task schedules and costs.

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

### **Program Manager II**

Minimum/General Experience: Has ten (10) years of progressive experience in a combination of systems acquisition activities. Has seven (7) years program/project management experience.

Functional Responsibilities: Organizes, directs, and manages the operation and maintenance functions at a specific site where a substantial number of contractor support personnel are assigned. Manages substantial computer support operations including, but not limited to, systems acquisition, computer operations, system software maintenance, production control, data entry, remote job entry, tape library, etc. Must have demonstrated capability for oral and written communications with all levels of management. Must have a thorough knowledge of the capabilities of applicable computer and communications configurations. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with task schedules and costs.

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

### **Program Manager I**

Minimum/General Experience: Has eight (8) years of progressive experience in a combination of systems acquisition activities. Has five (5) years program/project

management experience.

**Functional Responsibilities:** Organizes, directs, and manages the operation and maintenance functions at a specific site where a substantial number of contractor support personnel are assigned. Manages substantial computer support operations including, but not limited to, systems acquisition, computer operations, system software maintenance, production control, data entry, remote job entry, tape library, etc. Must have demonstrated capability for oral and written communications with all levels of management. Must have a thorough knowledge of the capabilities of applicable computer and communications configurations. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with task schedules and costs.

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

### **Task Manager**

**Minimum/General Experience:** Has six (6) years experience in related technical and management discipline.

**Functional Responsibilities:** Works under general supervision of overall project manager of higher-level company management. Is responsible for the management of a specific task, or for a particular portion of a larger, more complex project. Is fully knowledgeable of all aspects of the technical areas involved in the assigned project. Performs studies, analyses, and tests on projects or tasks which involve conventional plans, investigations, analyses, etc. Receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment.

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

### **Senior Management Consultant**

**Minimum/General Experience:** The candidate will have twelve (12) years of progressive experience. Experience in managing two or more large Programs or concurrent management of multiple complex Projects, from inception to deployment. Includes demonstrated exceptional written and oral communications skills, including project plans, white papers, proposals and formal presentations. Must have demonstrated experience in managing all key project areas.

**Functional Responsibilities:** Serves as the Program Manager of a large multi-task effort,

applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Oversees development of analytical and computational techniques and methodology for problem solutions. Directs enterprise wide strategic systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools. As applicable, directs team in the application of reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. May perform a quality assurance role. Identifies all task responsibilities and reports any changes or suggestions accordingly to the client and/or corporate Senior Management.

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

### **Management Consultant**

Minimum/General Experience: The candidate will have ten (10) years progressive experience. Experience managing at least one major Program or multiple concurrent medium to large complex Projects, from inception to deployment. Includes demonstrated exceptional written and oral communications skills, including White Papers and formal presentations. Must have demonstrated experience in managing all key project areas. Demonstrated ability to work independently or under only general direction.

Functional Responsibilities: Serves as a Project or Program Manager of a large multi-task effort, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Oversees development of analytical and computational techniques and methodology for problem solutions. Directs enterprise wide strategic systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools. As applicable, directs team in the application of reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. May perform a quality assurance role. Identifies all task responsibilities and reports any changes or suggestions accordingly to Senior Program Manager.

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

### **Principal Consultant II**

Minimum/General Experience: Candidate will have eight (8) years progressive experience. Will have both technical and management experience, from inception to deployment, of two or more large-scale complex projects. Includes demonstrated

exceptional written and oral communications skills, including White Papers and formal presentations. Must have demonstrated experience in execution of key project areas. Demonstrated ability to work independently or under only general direction.

**Functional Responsibilities:** Serves as a Technical Project Lead or Manager across all major technical areas of the project, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. As applicable, applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. May perform a quality assurance role. Identifies all task responsibilities and reports any changes or suggestions accordingly to Program Manager.

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

### **Principal Consultant I**

**Minimum/General Experience:** Candidate will have six (6) years progressive experience. Will have both technical and management experience, from inception to deployment, of one or more large-scale complex Projects. Includes demonstrated exceptional written and oral communications skills. Must have demonstrated experience in execution of key project areas. Demonstrated ability to work independently or under only general direction.

**Functional Responsibilities:** Serves as a Technical Task Lead or Manager in multiple project tasks, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. As applicable, applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. May perform a quality assurance role. Identifies all task responsibilities and reports any changes or suggestions accordingly to Project/Program Manager.

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

### **Consultant III**

Minimum/General Experience: Candidate will have five (5) years progressive experience. Specialized experience required includes experience in one or more functional areas. Includes demonstrated exceptional written and oral communications skills. Must have demonstrated experience in execution of key project areas. Demonstrated ability to work independently or under only general direction.

Functional Responsibilities: Serves as a Technical Specialist in one or more project tasks, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. As applicable, applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. May perform a quality assurance role. Identifies all task responsibilities and reports any changes or suggestions accordingly to Senior Consultant or Project Manager.

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

## **Consultant II**

Minimum/General Experience: Candidate will have four (4) years progressive experience. Specialized experience required includes experience in one or more functional areas. Includes demonstrated exceptional written and oral communications skills. Must have demonstrated experience in execution of key project areas. Demonstrated ability to work independently or under only general direction.

Functional Responsibilities: Serves as a Technical Specialist in one or more project tasks, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. As applicable, applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Identifies all task responsibilities and reports any changes or suggestions accordingly to Senior Consultant or Project Manager.

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

### **Consultant I**

Minimum/General Experience: Candidate will have three (3) years progressive experience. Specialized experience required includes experience in one or more functional areas. Includes demonstrated exceptional written and oral communications skills. Must have demonstrated experience in execution of key project areas. Demonstrated ability to work independently or under only general direction.

Functional Responsibilities: Serves as a part of a team of Technical Specialist in one or more project tasks, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Assists in the development analytical and computational techniques and methodology for problem solutions. Assists with process and data modeling in support of the planning and analysis efforts using both manual and automated tools. As applicable, applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. May perform a quality assurance role. Identifies all task responsibilities and reports any changes or suggestions accordingly to Senior Consultant or Project Manager.

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

### **Junior Consultant II**

Minimum/General Experience: Has 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 systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

Functional Responsibilities: Serves as part of a team of Technical Specialist performing 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. Attends meetings, design 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: Possesses a bachelor's degree in a related technical or business

discipline or equivalent work experience per Quantech's policy shown above.

### **Junior Consultant I**

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

Functional Responsibilities: Entry level positions, serving as a part of a team of Technical Specialist in one or more project tasks, performing 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: Possesses a bachelor's degree in a related technical or business discipline or equivalent work experience per Quantech's policy shown above.

### **Principal Subject Matter Expert**

Minimum/General Experience: In addition to general experience and knowledge of the particular area involved, must have twenty (20) 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: Possesses master ' s and doctorate degree in a technical or scientific field related to the task. Certification as a registered professional engineer may be substituted for the doctorate degree requirement, 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 particular area involved, must have at least 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: Possesses bachelor's and master's degrees in engineering or other related technical or scientific discipline related to the task to be supported, or equivalent work experience per Quantech's policy shown above.

### **Subject Matter Expert III**

Minimum/General Experience: In addition to general experience and knowledge of the particular area involved, must have at least thirteen (13) 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: Possesses bachelor's and master's degrees in engineering or other related technical or scientific discipline related to the task to be supported, or equivalent work experience per Quantech's policy shown above.

### **Subject Matter Expert II**

Minimum/General Experience: Has 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: Possesses a bachelor's and master's degree in engineering or other related technical or scientific discipline related to the task to be supported, or equivalent work experience per Quantech's policy shown above.

### **Subject Matter Expert I**

Minimum/General Experience: Has 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: Possesses a bachelor's degree in engineering or other related technical or scientific discipline related to the task to be supported, or equivalent work experience per Quantech's policy shown above.

### **Senior Programmer**

Minimum/General Experience: Candidate will have six (6) years progressive

experience. The candidate will have experience as an applications programmer on large-scale database management systems, knowledge of target computer equipment and ability to develop complex software to satisfy design objectives. Includes managing and performing software-engineering activities increasing responsibilities in software engineering activities. Knowledgeable of applicable standards is strongly desired. Use of design tools (such as IDEF1x, entity relationship diagrams), and other design techniques, object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems are also desired.

**Functional Responsibilities:** The candidate will lead meetings with functional/user management to define business systems requirements and to resolve problems in existing jobs; Analyzes cost and benefit tradeoffs of systems solutions; Lead a team of other programmer analysts in any of the phases in the life cycle of application software; Leads development of systems design specifications, and prepares or reviews systems documentation and report layouts using automated tools, current design techniques or functional program specifications; codes or reviews code of more complex programs, generates or reviews program test data, and leads test and debugging of programs; Reviews program and system documentation.

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

### **Programmer**

**Minimum/General Experience:** Candidate will have two (2) years progressive experience. The candidate will have experience as an applications programmer on large-scale database management systems, knowledge of target computer equipment and ability to develop complex software to satisfy design objectives. Includes managing and performing software-engineering activities increasing responsibilities in software engineering activities. Knowledgeable of applicable standards is strongly desired. Use of design tools (such as IDEF1x, entity relationship diagrams), and other design techniques, object oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems are also desired.

**Functional Responsibilities:** Under general direction the candidate will work with functional/user management to define business systems requirements and to resolve problems in existing jobs; Analyzes cost and benefit tradeoffs of systems solutions; Work as a member of a team of programmer analysts in any of the phases in the life cycle of application software; Develop systems design specifications, and prepare systems documentation and report layouts using automated tools, current design techniques or functional program specifications; codes or reviews code of more complex programs, generates or reviews program test data, and leads test and

debugging of programs.

Minimum Education: Possesses a bachelor's degree in computer science, information systems, business administration or other related technical or scientific discipline or equivalent work experience per Quantech's policy shown above.

### **Principal Analyst**

Minimum/General Experience: Has 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 engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

Functional Responsibilities: Responsible for the management of a large, complex systems acquisition 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: Possesses bachelor's and master's degree in related technical or business discipline or equivalent work experience per Quantech's policy shown above.

### **Senior Analyst II**

Minimum/General Experience: Has 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 engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

Functional Responsibilities: Responsible for the management of a single systems acquisition 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: Possesses a bachelor's degree in related technical or business discipline or equivalent work experience per Quantech's policy shown above.

### **Senior Analyst I**

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 systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or 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, design 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: Possesses a bachelor's degree in a related technical or business discipline or equivalent work experience per Quantech's policy shown above.

### **Analyst II**

Minimum/General Experience: Has 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 engineering,

acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or 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. Attends meetings, design 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:** Possesses a bachelor's degree in a related technical or business or equivalent work experience per Quantech's policy shown above.

### **Analyst I**

**Minimum/General Experience:** Has 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 engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or 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, design 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:** Possesses a bachelor's degree in a related technical or business

discipline or equivalent work experience per Quantech's policy shown above.

### **Junior Analyst II**

Minimum/General Experience: Has 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 systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or 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. Attends meetings, design 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: Possesses a bachelor's degree in a related technical or business discipline or equivalent work experience per Quantech's policy shown above.

### **Junior Analyst 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: Possesses a bachelor's degree in a related technical or business discipline or equivalent work experience per Quantech's policy shown above.

### **Administrative Support Technician II**

Minimum/General Experience: Four (4) years of experience working with technical, schedule, or cost information including indexing, cataloging, processing and abstracting cost, schedule, or technical information.

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

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

### **Administrative Support Technician I**

Minimum/General Experience: Two (2) years of administrative support experience required. Knowledge of IBM compatible computers and knowledge of Microsoft Office Suite and database applications.

Functional Responsibility: Provide administration support to staff. Responsibilities include filing, maintaining the library; typing and preparation of letters and technical documentation such as TR's, Working Notes, briefings, monthly progress reports, and spreadsheets, etc. Supporting staff in preparation of proposals. Ability to perform some computer assisted analysis of data.

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