

PES 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 are 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 Manager

SUMMARY:

Defines objectives and policies of programs. Reviews overall effectiveness, adherence to policy and achievement of program objectives. Monitors daily operations of program. Responsible for planning, staffing, and business-development activities and interfaces with directors.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for all management activities relative to a program. Interfaces with divisional branches, staff, and other technical and support personnel on all matters pertaining to technical capabilities and solutions, resource requirements and allocation, personnel matters, and business development and maintenance. Performs administrative and supervisory duties required for operation of the program. Maintains an appropriate skills mix of the program staff through the professional development of the existing staff and the recruitment of new personnel.
- Interfaces with subcontractors on technical, limited financial, and schedule requirements. Ensures adequacy, accuracy, and technical quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Develops and maintains employee-coverage projections.

- Identifies business opportunities with current and potential clients through developing and maintaining positive, professional relationships with clients, establishing personal and corporate technical credibility, developing an understanding of the clients' operational environment, and identification of appropriate contractual vehicles. Represents company at meetings, seminars, and other professional gatherings.
- Prepares material for presentations or discussions relative to progress of the program. Conducts presentations, lectures, or discussions. Initiates meetings, ensuring representation from each operating element of the program. Ensures that meetings are timely and allow realistic decisions to be made relative to program policies, plans, and changes to allow the least adverse effect on program funds, schedules, manpower, and performance.
- Responsible for compliance with company policy on equal employment opportunity and affirmative action in all personnel actions under their jurisdiction.
- Performs other duties as assigned.

Labor Category	Educational Requirements Plus Required Experience
Program Manager 4	Masters Degree or equivalent and 15 years of work experience
Program Manager 3	Bachelors Degree or equivalent and 12 years of work experience
Program Manager 2	Bachelors Degree or equivalent and 10 years of work experience
Program Manager 1	Bachelors Degree or equivalent and 8 years of work experience
Task Manager	Bachelors Degree or equivalent and 6 years of work experience

Consultant

SUMMARY:

Duties may include any of the following: competitive sourcing, outsourcing methodologies, value chain analysis, strategic planning, process improvement methodologies, change enablement and management, site-selection, and consolidation of operations. Other duties may include development of training curriculum to meet unique needs of a particular customer's requirements, facilitate working groups and sessions, design schedules, conduct analyses, develop models, write reports, prepare presentations, present results, perform data collection, and data reduction/consolidation requirements.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Support tasks for one of more customers. May lead a specific task in support of a particular customer.
- Manages tasks or contracts for a single customer and is responsible for technical, management, and cost performance. Performs work in a variety of operational areas or in a single consulting areas.
- Serves as a senior advisor/analyst to customer's executive management team in a variety of capacities. May serve as the project lead for either a contract or task. May serve as the primary customer point of contact for an activity.

Labor Category	Educational Requirements Plus Required Experience
-----------------------	--

Consultant 4	Masters Degree or equivalent and 12 years of work experience
Consultant 3	Bachelors Degree or equivalent and 10 years of work experience
Consultant 2	Bachelors Degree or equivalent and 8 years of work experience
Consultant 1	Bachelors Degree or equivalent and 6 years of work experience

Principal Subject Matter Expert

SUMMARY:

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.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Serves as subject matter expert in areas relevant to the project.
- Produces and or reviews documentation reflecting detailed knowledge of relevant areas.
- Interfaces with Government and other customer management personnel.
- Produces analyses and reports for customer managers and representatives.

Labor Category	Educational Requirements Plus Required Experience
Principle SME	Masters Degree or equivalent and 18 years of work experience
Senior SME	Bachelors Degree or equivalent and 15 years of work experience
SME 2	Bachelors Degree or equivalent and 12 years of work experience
SME 1	Bachelors Degree or equivalent and 10 years of work experience
SME	Bachelor's degree or equivalent and six (6) years work experience.

Engineer

SUMMARY:

Plans, schedules, conducts or coordinates detailed phases of the engineering or scientific work in a project or performs work that involves conventional engineering or scientific practice. Typical work may include research, development, design, testing, logistics, analysis, production, maintenance, operation, planning, estimating, application, or standardization of engineering facilities, systems, structures, software applications, firmware, processes equipment, devices, or materials.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Applies intensive and diversified knowledge of engineering principles and practices in broad areas. Makes decisions independently on engineering problems and methods, and represents the organization in conferences to resolve important questions and to plan and coordinate work. Requires use of advanced technology and the modification and extension of theories, precepts, and practices in the field.

- Plans, directs, and coordinates a large engineering project or a number of small ones with many complex features. Assesses the feasibility and soundness of proposed engineering evaluation tests, products, or equipment.
- Directs the work of a staff of engineers and technicians. Makes recommendations for hire, promotion, and other changes of status.
- Responsible for compliance with company policy on equal employment opportunity and affirmative action in all personnel actions under their jurisdiction.
- Travels on an as required basis.
- Performs other duties as assigned.

Labor Category	Educational Requirements Plus Required Experience
Engineer 7	Masters Degree or equivalent and 12 years of work experience
Engineer 6	Masters Degree or equivalent and 8 years of work experience
Engineer 5	Bachelors Degree or equivalent and 12 years of work experience
Engineer 4	Bachelors Degree or equivalent and 8 years of work experience
Engineer 3	Bachelors Degree or equivalent and 6 years of work experience
Engineer 2	Bachelors Degree or equivalent and 3 years of work experience
Engineer 1	Bachelors Degree or equivalent and 0 years of work experience

Analyst

SUMMARY:

Provides analysis support in any of the following disciplines: engineering, science, business, financial, cost, or program management. Typical duties performed may include; analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Applies specialized knowledge of PES-related primary disciplines and functional specialties in areas of assignments for strategic planning for high technology programs, concept development and requirements analysis, or acquisition and life-cycle management services. Work requires the modification and extension of existing methods 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 guidance or consults with senior consultants or functional specialists on unusual or complex problems. Work is reviewed by the senior consultant, functional specialist, or manager to ensure accuracy and to ensure it satisfies customer needs and complies with the contractor s overall consulting standards.

Labor Category	Educational Requirements Plus Required Experience
Analyst 13 (formally Analyst 8)	Masters Degree or equivalent and 16 years of work experience

Analyst 12 (formally Analyst 7)	Masters Degree or equivalent and 12 years of work experience
Analyst 11 (formally Analyst 6)	Masters Degree or equivalent and eight (8) years of work experience
Analyst 10 (formally Analyst 5)	Bachelors Degree or equivalent and 12 years of work experience
Analyst 9 (formally Analyst 4)	Bachelors Degree or equivalent and eight (8) years of work experience
Analyst 8 (New)	Master's degree or equivalent and three (3) years work experience, of which 2 years are specific work related experience
Analyst 7 (formally Analyst 3)	Bachelors Degree or equivalent and six (6) years of work experience
Analyst 6 (New)	Master's degree or equivalent and one (1) year specific work related experience.
Analyst 5 (New)	Bachelor's degree or equivalent and five (5) years work experience, of which 2 years are specific work related experience
Analyst 4 (New)	Bachelors Degree or equivalent and five (5) years of work experience
Analyst 3 (New)	Master's degree or equivalent and no work experience
Analyst 2	Bachelors Degree or equivalent and three (3) years of work experience
Analyst 1	Bachelors Degree or equivalent and 0 years of work experience

Programmer (Incidental Labor Category)

SUMMARY:

Designs, develops, implements, tests, maintains, operates, and/or documents computer programs and systems. Other duties may include design, development, and/or implementation of databases with respect to access methods, access time, and device allocation, as well as maintenance of database files and monitoring of standards and procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Leads meetings with functional/user management to define business systems and engineering requirements.
- Analyzes cost and benefit tradeoffs of systems solutions.
- Leads a team of other programmer analysts in any phase of the life cycle of application software.
- Leads development of systems design specifications and prepares or reviews systems documentation and reports layouts using automated tools, current design techniques or functional program specifications.
- Codes or reviews code of complex programs, generates or reviews program test data, and leads test and debugging of programs.
- Reviews program and system documentation.

Labor Category	Educational Requirements Plus Required Experience
Programmer 5	Masters Degree or equivalent and 15 years of work experience
Programmer 4	Masters Degree or equivalent and 12 years of work experience
Programmer 3	Bachelors Degree or equivalent and 8 years of work experience
Programmer 2	Bachelors Degree or equivalent and 4 years of work experience
Programmer 1	Bachelors Degree or equivalent and 0 years of work experience

Technician

SUMMARY:

Provides semi-professional technical support for engineers working in such areas as research, design, development, testing, prototyping, or manufacturing. Applies practical skill and knowledge in a number of areas including but not limited to: electronics, engineering, mechanical prototyping, mechanical testing, solid and liquid propulsion technology.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Supervisor outlines objectives, requirements and design approaches. Completed work is reviewed for technical adequacy and satisfaction of requirements.
- Performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger more diverse project. Selects and adapts plans, techniques, designs or layouts. Contacts personnel in related activities to resolve mutual problems and coordinate work
- Constructs experimental or prototype models to meet requirements. Conducts tests and experiments and redesigns as necessary. Records and evaluates data and reports findings.
- Constructs tests requiring selection and adaptation or modification of a variety of critical test equipment; records data; analyzes data and prepares test reports.
- Provides for safety of personnel. Applies safe practice in all operations to prevent destruction of equipment and components.
- Reviews, analyzes and integrates the work of other technicians. May train or be assisted by lower-level technicians.
- Performs other duties as assigned.

Labor Category	Educational Requirements Plus Required Experience
Technician 6	Associate's Degree or Equivalent; 12 years of general experience
Technician 5	Associate's Degree or Equivalent; 4 years of general experience
Technician 4	Associate's Degree or Equivalent
Technician 3	HS Diploma or GED or Equivalent; 10 years of general experience
Technician 2	HS Diploma or GED or Equivalent; 4 years of general experience
Technician 1	HS Diploma or GED or Equivalent

Technical Writer

SUMMARY:

Ability to write, coordinate, prepare, proofread, and edit publications including reports, letters, articles, manual, newsletters, etc. Experience working with professional, management, and sponsoring personnel to determine communications needs, requirements, and suggested changes; monitors status of documents from rough draft to final copy; and maintains and updates resource library.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Prepares for and writes manuals and technical orders.
- Performs as a working group member on a project team.
- Utilizes state of the art desktop publishing in conjunction with work efforts.
- Writes technical brochures, technical pamphlets, and technical instructions.

Labor Category	Educational Requirements Plus Required Experience
Technical Writer	Bachelors Degree or equivalent and 4 years of work experience

Illustrator/Graphics Specialist**SUMMARY:**

Experience in technical illustration or drafting or computer graphics. Working knowledge and/or familiarity with computer aided design (CAD) /computer graphics and commercially available software packages. Experience in working from rough sketches, existing drawings, photographs, oral descriptions and actual equipment or on-site visits. Additionally, experience can include preparation of engineering drawings, technical illustrations for documentation and publication, and visual presentations. Has experience in one or more phases of an engineering project or program.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides support to engineering projects and programs through preparation of drawings, illustrations, and visual presentations.
- Operates CAD/CAM to produce quality drawings in support of engineering.
- Provides desktop publishing capability in support of engineering programs and projects.

Labor Category	Educational Requirements Plus Required Experience
Illustrator/Graphics Specialist	Associates degree or related certification and two years experience

Administration Support/Data Technician**SUMMARY:**

This labor category is used to provide administrative support to the staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

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

Labor Category	Educational Requirements Plus Required Experience
Admin. Support/Tech II	Bachelors Degree or equivalent and 4 years of work experience
Admin Support I/Tech I	High School Diploma or equivalent and 2 years of work experience