# General Dynamics Information Technology, Inc.

**Schedule 84**

## SIN 246-52 - Labor Category Requirements and Descriptions

7-12-18

**LABOR CATEGORIES, EDUCATION AND YEARS OF EXPERIENCE**

### Labor Categories Education Experience

|  |  |  |
| --- | --- | --- |
| Purchasing and Materials Coordinator | BS/BA | 5-8 |
| Logistics Manager | BS/BA | 5-8 |
| Sr. Training Specialist/Instructor | BS/BA | 5-8 |
| Senior Field Engineer | BS/BA | 5-8 |
| Systems Design Engineer | BS/BA | 5-8 |
| Senior Engineer | BS/BA | 5-8 |
| Project Manager/Task Lead | BS/BA | 5-8 |
| Sr. Training Instructor/Specialist | BS/BA | 5-8 |
| Quality Assurance Specialist | BS/BA | 2-4 |
| Program Manager | BS/BA | 8-10 |
| Senior Program Manager | BS/BA | 10-12 |
| SME Consultant | BS/BA | 10-15 |

Resumes shall be provided to the GSA Contracting Officer or user Agency upon request.

### Education/Experience Substitutions

The following presents the allowable substitutions based on education and experience:

Four (4) years' experience (in addition to minimum experience requirements) may be substituted for a Bachelor's degree.

Two (2) years' experience (in addition to minimum experience requirements and Bachelor's degree) may be substituted for a Master's degree.

Two (2) years' experience (in addition to minimum requirements and Master's degree) may be substituted for a Ph.D.

For categories where a Bachelor's degree is required, a Master's degree may be substituted for two (2) years' experience; or a doctoral degree may be substituted for three (3) years' experience.

**SIN 246-52 - LABOR CATEGORY DESCRIPTIONS**

#### Purchasing and Materials Coordinator

Minimum/General Experience: Must have five to eight years of general experience including five years of specialized experience.

Functional Responsibility: Directs and coordinates activities of personnel engaged in purchasing and distributing equipment.

#### Logistics Manager

Minimum/General Experience: Must have five to eight years of general experience including five years of specialized experience.

Functional Responsibility: Directs and coordinates program activities to provide logistics technology for manufacturing or service of products, systems or equipment.

#### SR Training Specialist/Instructor

Minimum/General Experience: Must have five to eight years’ experience in systems development, training, or related fields, with at least three years’ experience developing and providing training.

Functional Responsibility: Develop, revise training courses, prepares training classes, training material, conducts training courses. Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision and direction to staff.

#### Senior Field Engineer

Minimum/General Experience: Must have five to eight years of general experience including five years of specialized experience.

Functional Responsibility: Supervises field employees assigned to a particular installation by evaluating solutions, identifying potential field problems, referring them to Senior Engineers or Project Managers. Provides technical engineering information and interpretation of blue prints, plans, detail sheets, and specifications.

#### Systems Design Engineer

Minimum/General Experience: Must have five to eight years of general experience including five years of specialized experience.

Functional Responsibility: Directs and coordinates program activities to provide logistics technology for manufacturing or service of products, systems or equipment. Directs and coordinates all activities necessary to complete a major project or several small projects to specification and on schedule; implementing and enforcing established standards and technologies.

#### Senior Engineer

Minimum/General Experience: Must have five to eight years of general experience including five years of specialized experience.

Functional Responsibility: Directs and coordinates program activities to provide logistics technology for manufacturing or service of products, systems or equipment. Performs as technical task leader on large-scale programs at the system and subsystem level. Responsible for the technical execution of tasking at the system and subsystem level. Works independently with little to no supervision on engineering tasks. Performs as Technical Director on project level contracts. Performs engineering tasking as a member of a technical team. Is responsible for specific work packages within a technical team.

#### Project Manager/Task Lead

Minimum/General Experience: Must have five to eight years of general experience including five years of specialized experience of which two years were direct supervisory experience.

Functional Responsibility: Provides electronic security consulting services. Working knowledge of physical security systems to include access control, video surveillance, intrusion detection, and emergency communication solutions. Monitors each task, and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems, and works to mitigate the anticipated problems. As a team or project leader, provides technical direction for the complete systems development effort. May serve as a technical authority for a design area. Can complete tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports in writing and orally to contractor management and government representatives, including the government contracting officer.

#### Program Manager

Minimum/General Experience: Must have at least eight to ten years’ experience, of which at least six years must be specialized. Plans, directs and coordinates activities of staff involved in developing procedures, equipment, and techniques to solve problems. Schedules and assigns duties to engineering and technical staff based on evaluation of their knowledge of specific disciplines. Specialized experience includes: complete engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity. General experience includes increasing responsibilities in information systems design and management.

Functional Responsibility: Serves as the contractor’s contract manager, and shall be the contractor’s authorized interface with the Government Contracting Officer (CO), the Contracting Officer’s Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance. Ability to manage and ensure the successful completion multiple technical tasks in assigned program(s)

#### Sr. Program Manager

Minimum/General Experience: Must have at ten to twelve years’ experience, of which at least five years must be supervisory experience. Must have the ability to manage and ensure the successful completion of multiple technical tasks in assigned program(s). Must have the ability to recruit, hire, manage, supervise, train, schedule, coordinate, and evaluate staff as assigned.

Functional Responsibility: Responsible for program planning, risk management, business development, new and emergent technology procurement, overall systems management, and staff supervision. Directs daily staff and task activities to meet client and corporate work objectives. Supervises assigned technical and administrative staff, including subordinate managers. Assures quality of task products, services, and deliverables, including participating in reviews, audits, and site visits. Serves as a liaison with clients to coordinate activities, negotiate tasks, and solve problems. Responsible for coordinating and monitoring subcontractor activities.

#### Subject Matter Expert (SME) Consultant

Minimum/General Experience: Must have ten to fifteen years’ experience, including eight years of specialized experience in the specified field of expertise.

Functional Responsibility: Provides comprehensive security reviews and assessments; defines requirements, evaluates and recommends physical security measures to cost-effectively accomplish objectives. Provide expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government’s requirement.

#### SR Training Specialist/Instructor

Minimum/General Experience: Requires at least five to eight years’ directly related experience in the design, development, testing, and implementation of computer-based training programs. Also requires thorough knowledge of the principles, methods, and techniques used in the design, development, testing, and implementation of computer-based training programs; knowledge of relevant hardware/software and computer equipment as required. Must be able to present training programs and evaluate effectiveness of training and serve as a team or task lead.

Functional Responsibility: Defines training requirements and analyzes system software changes; develops computer- based training objectives and methodologies; coordinates with subject matter experts to design training strategy; designs courseware, including structuring training classes; creates lesson text; provides documentation for software training; tests training programs and edits for effectiveness, creates final version; designs program authoring systems; presents training programs to users, validates and evaluates training effectiveness; designs program flowcharts; may develop multi-media training as required; conducts research into new training, educational, and multimedia technologies; may serve as a team or task lead.

#### Quality Assurance Specialist

Minimum/General Experience: Must have at least two to four years’ experience of which two years must be specialized. Specialized experience includes: Configuration Management, IV&V, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance, quality control and IV&V.

Functional Responsibility: Assists in the evaluation of software and associated documentation. Participates in formal and informal reviews to determine quality; presents IV&V results and troubleshoots technical problems; makes recommendations to improve overall quality.