



# Dewberry

## GENERAL SERVICES ADMINISTRATION

### Federal Supply Service *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: <http://www.GSAAdvantage.gov>.

**Schedule for Multiple Award Schedule  
Federal Supply Group: Professional  
Services**

**Class: Contract Number: GS00F280CA**

**For more information on ordering from Federal Supply Schedules  
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

**Contract Period: 27 Aug 2015 – 26 Aug 2025**

**Price list current as of Modification # PS-0026 effective June 3, 2020**

**Contractor:** Dewberry Engineers Inc.  
8401 Arlington Boulevard  
Fairfax, VA 22031 4666

**Business Size:** Large Business

**In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".**

**Contract Administration: Howard Perlmutter**

**Telephone:** (703) 208-6872  
**FAX Number:** (703) 849-0106  
**Web Site:** [www.dewberry.com](http://www.dewberry.com)  
**E-mail:** [hperlmutter@dewberry.com](mailto:hperlmutter@dewberry.com)

## **CUSTOMER INFORMATION:**

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

SIN	SIN Description
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541620	Environmental Consulting Services
OLM	Order Level Material (OLM)

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Price List**

**1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See Labor Category Descriptions**

**2. Maximum Order:** \$1,000,000.00

**3. Minimum Order:** \$100.00

**4. Geographic Coverage (delivery Area):** Domestic and Overseas

**5. Point(s) of production (city, county, and state or foreign country):** Same as company address

**6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.

**7. Quantity discounts:** None Offered

**8. Prompt payment terms:** Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

**9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept

**10. Foreign items (list items by country of origin):** None

**11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order

**11b. Expedited Delivery.** Items available for expedited delivery are noted in this price list.

**11c. Overnight and 2-day delivery.** Both overnight and 2-day deliveries are available. Contact the Dewberry Contract Administrator for rates.

**11d. Urgent Requirements.** Please see the “Urgent Requirements” clause of this Contract. Contact the Dewberry Contract Administrator for rates and to ensure faster delivery.

**12. F.O.B Points(s):** Destination

**13a. Ordering Address(es):** Same as Contractor

**13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**14. Payment address(es):** Same as company address

**15. Warranty provision:** Contractor’s standard commercial warranty.

**16. Export Packing Charges (if applicable):** To be determined with individual task orders.

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor

**18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A

**19. Terms and conditions of installation (if applicable):** N/A

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A

**20a. Terms and conditions for any other services (if applicable):** N/A

**21. List of service and distribution points (if applicable):** N/A

**22. List of participating dealers (if applicable):** N/A

**23. Preventive maintenance (if applicable):** N/A

**24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A

**24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/). Contact Contractor**

**25. Data Universal Numbering System (DUNS) number:** 608302738

**26. Notification regarding registration in System for Award Management (SAM) database:** Registered

**Final Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

**Labor Categories Pricing**

SIN	Labor Category	Location	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10
541611	Arborist	Both	\$113.54	\$116.38	\$119.28	\$122.27	\$125.32
541611	Archaeologist I	Both	\$62.26	\$63.82	\$65.41	\$67.05	\$68.72

541611	Archaeologist II	Both	\$70.80	\$72.57	\$74.39	\$76.25	\$78.15
541611	Archaeologist III	Both	\$117.20	\$120.13	\$123.14	\$126.21	\$129.37
541611	Architect I	Both	\$60.29	\$61.80	\$63.34	\$64.93	\$66.55
541611	Architect II	Both	\$84.23	\$86.34	\$88.50	\$90.71	\$92.98
541611	Architect III	Both	\$129.40	\$132.63	\$135.95	\$139.35	\$142.83
541611	Architectural Historian	Both	\$115.98	\$118.88	\$121.85	\$124.90	\$128.02
541611	Biologist I	Both	\$59.82	\$61.31	\$62.85	\$64.42	\$66.03
541611	Biologist II	Both	\$87.89	\$90.09	\$92.34	\$94.65	\$97.01
541611	Biologist III	Both	\$119.64	\$122.63	\$125.69	\$128.83	\$132.05
541611	CADD/Graphics, Drafter	Both	\$57.94	\$59.39	\$60.87	\$62.39	\$63.95
541611	CADD Operator	Both	\$51.49	\$52.78	\$54.10	\$55.45	\$56.84
541611	CADD Operator, Senior	Both	\$55.96	\$57.36	\$58.79	\$60.26	\$61.77
541611	CADD System Operator	Both	\$71.09	\$72.86	\$74.69	\$76.55	\$78.47
541611	Cartographic Technician	Both	\$53.62	\$54.96	\$56.34	\$57.75	\$59.19
541611	Cartographer	Both	\$62.79	\$64.36	\$65.97	\$67.62	\$69.31
541611	Chemical Engineer I	Both	\$65.93	\$67.58	\$69.26	\$71.00	\$72.77
541611	Chemical Engineer II	Both	\$101.33	\$103.86	\$106.46	\$109.12	\$111.85
541611	Chemical Engineer III	Both	\$144.05	\$147.65	\$151.34	\$155.13	\$159.01
541611	Civil Engineer I	Both	\$62.26	\$63.82	\$65.41	\$67.05	\$68.72
541611	Civil Engineer II	Both	\$84.23	\$86.34	\$88.50	\$90.71	\$92.98
541611	Civil Engineer III	Both	\$120.86	\$123.88	\$126.98	\$130.15	\$133.40
541611	Coastal Engineer I	Both	\$65.93	\$67.58	\$69.26	\$71.00	\$72.77
541611	Coastal Engineer II	Both	\$86.68	\$88.84	\$91.07	\$93.34	\$95.68
541611	Coastal Engineer III	Both	\$119.64	\$122.63	\$125.69	\$128.83	\$132.05
541611	Computer Specialist I	Both	\$61.04	\$62.57	\$64.13	\$65.73	\$67.38
541611	Computer Specialist II	Both	\$76.90	\$78.82	\$80.80	\$82.81	\$84.89
541611	Computer Specialist III	Both	\$107.44	\$110.12	\$112.88	\$115.70	\$118.59
541611	Construction Inspector I	Both	\$61.04	\$62.57	\$64.14	\$65.74	\$67.38
541611	Construction Inspector II	Both	\$74.47	\$76.34	\$78.24	\$80.20	\$82.20

541611	Construction Inspector III	Both	\$112.32	\$115.13	\$118.01	\$120.96	\$123.98
541611	Electrical Engineer I	Both	\$62.26	\$63.82	\$65.41	\$67.05	\$68.72
541611	Electrical Engineer II	Both	\$89.11	\$91.34	\$93.62	\$95.96	\$98.36
541611	Electrical Engineer III	Both	\$131.84	\$135.14	\$138.52	\$141.98	\$145.53
541611	Engineer, Soil/Geotechnical II	Both	\$100.11	\$102.61	\$105.17	\$107.80	\$110.50
541611	Engineer, Soil/Geotechnical III	Both	\$129.40	\$132.63	\$135.95	\$139.35	\$142.83
541611	Engineer, Environmental I	Both	\$63.48	\$65.07	\$66.70	\$68.36	\$70.07
541611	Engineer, Environmental II	Both	\$85.18	\$87.31	\$89.50	\$91.73	\$94.03
541611	Engineer, Environmental III	Both	\$98.18	\$100.64	\$103.15	\$105.73	\$108.38
541611	Engineer, Environmental, Senior	Both	\$120.86	\$123.88	\$126.98	\$130.15	\$133.40
541611	Engineer, Mechanical I	Both	\$62.26	\$63.82	\$65.41	\$67.05	\$68.72
541611	Engineer, Mechanical II	Both	\$89.11	\$91.34	\$93.62	\$95.96	\$98.36
541611	Engineer, Mechanical III	Both	\$131.84	\$135.14	\$138.52	\$141.98	\$145.53
541611	Engineer, Sanitary I	Both	\$63.48	\$65.07	\$66.70	\$68.36	\$70.07
541611	Engineer, Sanitary II	Both	\$86.68	\$88.84	\$91.07	\$93.34	\$95.68
541611	Engineer, Sanitary III	Both	\$122.08	\$125.13	\$128.26	\$131.47	\$134.75
541611	Engineer, Structural II	Both	\$91.56	\$93.85	\$96.20	\$98.61	\$101.07
541611	Engineer, Structural III	Both	\$128.18	\$131.38	\$134.67	\$138.03	\$141.48
541611	Engineering Technician I	Both	\$45.18	\$46.31	\$47.46	\$48.65	\$49.87
541611	Engineering Technician II	Both	\$61.04	\$62.57	\$64.13	\$65.73	\$67.38
541611	Engineering Technician III	Both	\$76.90	\$78.82	\$80.80	\$82.81	\$84.89
541611	Environmental Technician	Both	\$58.62	\$60.08	\$61.59	\$63.13	\$64.70

541611	Environmental Scientist	Both	\$77.63	\$79.57	\$81.56	\$83.59	\$85.68
541611	Estimator I	Both	\$70.80	\$72.57	\$74.39	\$76.25	\$78.15
541611	Estimator II	Both	\$92.79	\$95.11	\$97.48	\$99.92	\$102.42
541611	Exhibit Detailer	Both	\$75.69	\$77.58	\$79.52	\$81.51	\$83.55
541611	Geologist I	Both	\$63.88	\$65.48	\$67.11	\$68.79	\$70.51
541611	Geologist II	Both	\$87.89	\$90.09	\$92.34	\$94.65	\$97.01
541611	Geologist III	Both	\$129.40	\$132.63	\$135.95	\$139.35	\$142.83
541611	GIS Specialist/Remote Sensing	Both	\$98.03	\$100.48	\$102.99	\$105.56	\$108.20
541611	GIS Technician/Remote Sensing	Both	\$62.77	\$64.34	\$65.94	\$67.59	\$69.28
541611	GIS Programmer	Both	\$97.95	\$100.39	\$102.90	\$105.48	\$108.11
541611	GPS Analyst	Both	\$65.34	\$66.98	\$68.65	\$70.37	\$72.13
541611	Graphic Artist	Both	\$67.13	\$68.81	\$70.53	\$72.29	\$74.10
541611	Hydrogeologist	Both	\$99.06	\$101.54	\$104.08	\$106.68	\$109.35
541611	Hydrologist I	Both	\$67.13	\$68.81	\$70.53	\$72.29	\$74.10
541611	Hydrologist II	Both	\$92.78	\$95.10	\$97.48	\$99.92	\$102.41
541611	Hydrologist III	Both	\$124.52	\$127.63	\$130.82	\$134.09	\$137.44
541620	Landscape Architect I	Both	\$58.69	\$60.15	\$61.66	\$63.20	\$64.78
541620	Landscape Architect II	Both	\$78.12	\$80.07	\$82.08	\$84.13	\$86.23
541620	Landscape Architect III	Both	\$98.18	\$100.64	\$103.16	\$105.73	\$108.38
541620	Photogrammetrist, Certified	Both	\$85.39	\$87.53	\$89.72	\$91.96	\$94.26
541620	Planner, Environmental I	Both	\$63.48	\$65.07	\$66.70	\$68.36	\$70.07
541620	Planner, Environmental II	Both	\$83.01	\$85.09	\$87.21	\$89.39	\$91.63
541620	Planner, Environmental III	Both	\$131.84	\$135.14	\$138.52	\$141.98	\$145.53
541620	Principal	Both	\$172.15	\$176.45	\$180.86	\$185.38	\$190.02
541620	Program Director/QC	Both	\$172.15	\$176.45	\$180.86	\$185.38	\$190.02
541620	Program Manager	Both	\$140.39	\$143.90	\$147.49	\$151.18	\$154.96
541620	Project Manager I	Both	\$110.17	\$112.92	\$115.74	\$118.64	\$121.60
541620	Project Manager II	Both	\$132.66	\$135.97	\$139.37	\$142.86	\$146.43
541620	Surveyor I	Both	\$47.60	\$48.79	\$50.01	\$51.27	\$52.55

541620	Surveyor II	Both	\$68.36	\$70.07	\$71.82	\$73.62	\$75.46
541620	Surveyor III	Both	\$102.55	\$105.11	\$107.74	\$110.44	\$113.20
541620	Surveyor Technician	Both	\$41.51	\$42.54	\$43.61	\$44.70	\$45.81
541620	Technical Writer	Both	\$67.13	\$68.81	\$70.53	\$72.29	\$74.10
541620	Wetlands Specialist I	Both	\$54.95	\$56.32	\$57.73	\$59.17	\$60.65
541620	Wetlands Specialist II	Both	\$81.79	\$83.84	\$85.93	\$88.08	\$90.28
541620	Wetlands Specialist III	Both	\$113.54	\$116.38	\$119.29	\$122.27	\$125.33
541620	Word Processor	Both	\$43.67	\$44.76	\$45.88	\$47.03	\$48.21
541611	Admin Asst	Both	\$66.30	\$67.96	\$69.66	\$71.40	\$73.18
541611	Business Process Engineer 1	Both	\$157.36	\$161.29	\$165.33	\$169.46	\$173.70
541611	Business Process Engineer 2	Both	\$193.87	\$198.72	\$203.69	\$208.78	\$214.00
541611	Business Process Engineer 3	Both	\$228.54	\$234.26	\$240.11	\$246.12	\$252.27
541611	Consultant 1	Both	\$93.54	\$95.88	\$98.28	\$100.74	\$103.26
541611	Consultant 2	Both	\$128.01	\$131.21	\$134.49	\$137.85	\$141.29
541611	Consultant 3	Both	\$184.07	\$188.67	\$193.39	\$198.22	\$203.18
541611	Database Management Specialist 1	Both	\$164.85	\$168.97	\$173.19	\$177.52	\$181.96
541611	Database Management Specialist 2	Both	\$202.32	\$207.38	\$212.56	\$217.88	\$223.32
541611	Functional Analyst 2	Both	\$157.36	\$161.29	\$165.33	\$169.46	\$173.70
541611	Functional Analyst 3	Both	\$224.80	\$230.42	\$236.18	\$242.08	\$248.14
541611	Graphic Designer	Both	\$96.01	\$98.41	\$100.87	\$103.39	\$105.97
541611	IT Professional 1	Both	\$120.70	\$123.72	\$126.81	\$129.98	\$133.23
541611	It Professional 2	Both	\$168.99	\$173.21	\$177.54	\$181.98	\$186.53
541611	IT Professional 3	Both	\$196.13	\$201.03	\$206.06	\$211.21	\$216.49
541611	Principal Consultant	Both	\$311.98	\$319.78	\$327.78	\$335.97	\$344.37
541611	Program Manager	Both	\$301.76	\$309.30	\$317.03	\$324.96	\$333.08

541611	Project Manager 1	Both	\$193.58	\$198.42	\$203.38	\$208.46	\$213.67
541611	Project Manager 2	Both	\$206.06	\$211.21	\$216.49	\$221.90	\$227.45
541611	QA Analyst	Both	\$162.35	\$166.41	\$170.57	\$174.84	\$179.21
541611	Sr Consultant 1	Both	\$211.22	\$216.50	\$221.92	\$227.46	\$233.15
541611	Sr Consultant 2	Both	\$226.30	\$231.96	\$237.76	\$243.71	\$249.80
541611	Sr Consultant 3	Both	\$298.74	\$306.21	\$313.86	\$321.71	\$329.75
541611	Sr Training Specialist	Both	\$161.92	\$165.97	\$170.12	\$174.37	\$178.73
541611	Subject Matter Expert 1	Both	\$161.43	\$165.47	\$169.60	\$173.84	\$178.19
541611	Subject Matter Expert 2	Both	\$184.07	\$188.67	\$193.39	\$198.22	\$203.18
541611	Subject Matter Expert 3	Both	\$226.30	\$231.96	\$237.76	\$243.71	\$249.80
541611	Subject Matter Expert 4	Both	\$359.42	\$368.40	\$377.61	\$387.05	\$396.73
541611	Writer Editor	Both	\$93.54	\$95.88	\$98.28	\$100.74	\$103.26

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (\*\*) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

**Service Contract Labor Standards (SCLS) Matrix**

SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination No
Graphic Artist	15080 – Graphic Artist	2015-4282
Word Processor	01613 – Word Processor III	2015-4282
Administrative Assistant	01020 -Administrative Assistant	2015-4282
Graphic Designer	30062 Drafter/CAD Operator	2015-4282

**Labor Category Descriptions:**

**SIN 541620, ONLY**

**Arborist**

Responsibilities. Survey areas to be worked on to suggest best way to achieve objectives (e.g., pruning, planting, pest control and tree removal) according to type of trees and location of work to best fit the needs of the client. Provide written estimates and suggested solutions to client. Implement agreed work and inspect for compliance.

Minimum Education and Experience. ISA-Certified Arborist certificate. Three (3) years of field experience in commercial and government sectors.

**Archaeologist I**

Responsibilities. Under the general supervision of the Field Supervisor or Project Manager, performs field tasks including, survey, excavation, data recovery, monitoring, and testing, while working with crew members. Participates in data analysis, and assists in writing project reports. Conducts surveys and locates sites using topographic maps, compass, and aerial photographs. Completes or assigns completion of site forms and Archaeological Reconnaissance Reports (AARFs) and maps. Performs site file searches using museum, university, and federal and state records. Contributes to report writing and production as needed.

Minimum Education and Experience. B.A./B.S. in Archaeology, Anthropology, or related field. One (1) year project related experience.

#### Archaeologist II

Responsibilities. Under the general supervision of the Field Supervisor or Project Manager, performs field tasks including, survey, excavation, data recovery, monitoring, and testing, while working with crew members. Participates in data analysis, and assists in writing project reports. Conducts surveys and locates sites using topographic maps, compass, and aerial photographs. Completes or assigns completion of site forms and Archaeological Reconnaissance Reports (AARFs) and maps. Performs site file searches using museum, university, and federal and state records. Contributes to report writing and production as needed.

Minimum Education and Experience. B.A./B.S. in Archaeology, Anthropology, or related field. Two (2) years project related experience.

#### Archaeologist III

Responsibilities. Performs field tasks including, survey, excavation, data recovery, monitoring, and testing, while working with crew members. Participates in data analysis, and assists in writing project reports. Conducts surveys and locates sites using topographic maps, compass, and aerial photographs. Completes or assigns completion of site forms and Archaeological Reconnaissance Reports (AARFs) and maps. Performs site file searches using museum, university, and federal and state records. Contributes to report writing and production as needed.

Minimum Education and Experience. B.A./B.S. in Archaeology, Anthropology, or related field. Four (4) years specialized experience in archaeology.

#### Architect I

Responsibilities. Advises in the design, erection, and alteration of buildings and structures for the purpose of assisting in addressing environmental issues and initiatives. Reviews plans, specifications and methodologies. Assignments may involve use of the latest technologies and approaches in design and Architecture. Consults with Stakeholders to determine functional requirements of a project and the objectives of green and other environmental initiatives.

Minimum Education and Experience. Bachelor's Degree in Architecture, and two (2) years experience.

#### Architect II

Responsibilities. Advises in the design, erection, and alteration of buildings and structures for the purpose of assisting in addressing environmental issues and initiatives. Reviews plans, specifications and methodologies. Assignments may involve use of the latest technologies and approaches in design and Architecture. Consults with Stakeholders to determine functional requirements of a project and the objectives of green and other environmental initiatives.

Minimum Education and Experience. Bachelor's Degree in Architecture, and four (4) years experience.

#### Architect III

Responsibilities. Advises in the design, erection, and alteration of buildings and structures for the purpose of assisting in addressing environmental issues and initiatives. Reviews plans, specifications and methodologies. Assignments may involve use of the latest technologies and approaches in design and Architecture. Consults with Stakeholders to determine functional requirements of a project and the objectives of green and other environmental

initiatives.

Minimum Education and Experience. Bachelor's Degree in Architecture, and six (6) years experience.

#### Architectural Historian

Responsibilities. Project-level supervision. Responsibilities include conducting background research, survey and excavation fieldwork, and laboratory analysis; and writing reports. Work involves determinations of National Register eligibility, evaluation of impacts, and design of mitigation measures.

Minimum Education and Experience. B.A./B.S. or Master's. Experience in CRM involving Section 106 compliance projects, to meet federal and state agency permitting requirements as a Field Director. Experience identifying late nineteenth and early twentieth-century artifacts, preparing architectural descriptions, conducting historical research, and conducting research on artifacts, manufacturers, and technology. Proficiency in identifying, recording, and evaluating archaeological sites.

#### Biologist I

Responsibilities. Studies the basic principles of plant and animal life and the effects of varying environmental and physical conditions such as radioactivity or pollution. Studies reactions of plants, animals, and marine species to parasites, bacteria, pharmaceuticals and chemicals.

Minimum Education and Experience. Bachelor's degree in biology or a related science. 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. Primary job functions do not typically require exercising independent judgment.

#### Biologist II

Responsibilities. Studies the advanced principles of plant and animal life and the effects of varying environmental and physical conditions such as radioactivity or pollution. Studies reactions of plants, animals, and marine species to parasites, bacteria.

Minimum Education and Experience. Bachelor's Degree in Biology or a related science. Two (2) years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.

#### Biologist III

Responsibilities. Studies the basic principles of plant and animal life and the effects of varying environmental and physical conditions such as radioactivity or pollution. Studies reactions of plants, animals, and marine species to parasites, bacteria, pharmaceuticals and chemicals.

Minimum Education and Experience. Master's Degree in Biology or a related science. Four (4) years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

#### CADD/Graphics, Drafter

Responsibilities. Work with design team in support of designs, studies and analyses.

Minimum Education and Experience. High School Diploma or equivalent. 2-3 years of experience in related field.

#### CADD Operator

Responsibilities. Determines design criteria, drawing sequence and presentation, sizing various system components and refining rough sketches and notes to include material quantities and equipment specifications obtained from standard calculations and vendor catalogues. Technical adequacy of non-routine work is reviewed by supervisor during progress and completion.

Minimum Education and Experience. High School Diploma or equivalent. 3-5 years experience as a CADD Operator.

#### CADD Operator, Senior

Responsibilities. Performs non-routine and complex assignments from verbal instructions and under minimal supervision; considerable drafting/CADD skills are required to visualize and portray complex design features.

Minimum Education and Experience. High School Diploma and some advanced education preferred but not required. 5-7 years experience.

#### CADD System Operator

Responsibilities. Determines design criteria, drawing sequence and presentation, sizing various system components and refining rough sketches and notes to include material quantities and equipment specifications obtained from standard calculations and vendor catalogues. Technical adequacy of non-routine work is reviewed by supervisor during progress and completion.

Minimum Education and Experience. High School Diploma or equivalent. Two (2) years experience as a CADD System Operator.

#### Cartographic Technician

Responsibilities. Applies practical knowledge of processes, practices, methods and techniques involved in the construction of new or the revision of existing maps and charts. Performs pre-compilation tasks, assembling aerial photographs into mosaics, drafting, digitizing and editing.

Minimum Education and Experience. Bachelor's degree, and two (2) years of specialized experience.

#### Cartographer

Responsibilities. Applies professional knowledge and skills in the GIS sciences and relevant mathematics and statistics to plan, design, research, develop, construct, evaluate and modify mapping and charting systems and products such as digital orthophotography, GIS databases, and remote sensing products.

Minimum Education and Experience. Bachelor's degree and three (3) years of specialized experience. Must be proficient in the latest GIS-related software.

### Chemical Engineer I

Responsibilities. Designs and initiates processes for the manufacturing of chemicals and related products such as cement, detergents, gasoline, plastics, and synthetics. Runs experiments and tests to aid in the development of improved manufacturing procedures and processes.

Minimum Education and Experience. B.Sc in Engineering. 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. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Focus on support for environmental services projects

### Chemical Engineer II

Responsibilities. Designs and initiates solutions and studies addressing environmental issues and initiatives. Runs experiments and tests to aid in the development of improved procedures and processes.

Minimum Education and Experience. B.SC in Engineering. Two (2) years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals to perform a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.

### Chemical Engineer III

Responsibilities. Designs and initiates advanced solutions and studies addressing environmental issues and initiatives. Runs experiments and tests to aid in the development of improved procedures and processes.

Minimum Education and Experience. B.Sc in Engineering. Four (4) years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. May report to a manager or head of a unit/department.

### Civil Engineer I

Responsibilities. Performs complex analytical work related to environmental sciences, including water resources engineering and flood hazard mapping in support of client and project objectives. Uses a wide range of principles, theories, concepts, and techniques to develop innovative solutions to problems. Under supervision, prepares flood studies and engineering reviews. Analyzes reports and topographical and geologic data. Prepares or directs preparation and modification of reports. Analyzes coastal and oceanographic processes and the environmental impact of and interactions among waves, currents, sediments, and structures. Assists with collection and analysis of field data. Performs analytical and numerical modeling of waves, currents, and sediment transport in open coast, inlet, and estuarine environments. Performs analysis, visualization, and interpretation of geospatial data, and time-series. May prepare work plans or time estimates and may lead small, select projects.

Minimum Education and Experience. Bachelors in Environmental Engineering or equivalent. Two (2) years experience on various environmental or engineering related projects including one (1) year specialized experience in floodplain and/or watershed analyses.

## Civil Engineer, II

Responsibilities. Performs flood and other hazard reviews on hazard mapping products and analyses produced by other entities, and prepares associated reports and documentation. May assist in the collection of data and the coordination of activities with other teams and departments. Performs complex analytical work related to water resources engineering and flood hazard mapping in support of client and project objectives. Uses a wide range of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of programs and projects. Applies expert knowledge to research, analyze data, and develop conclusions and recommendations.

Minimum Education and Experience. Bachelor's of degree in Civil/Environmental Engineering or equivalent. Four (4) years experience in floodplain and/or watershed mapping analyses. In-depth knowledge of the NFIP and flood mapping program, particularly as related to their history, regulations, and processes.

## Civil Engineer III

Responsibilities. Analyzes coastal and oceanographic processes and the interactions among waves, currents, sediments, and structures. Assists with collection and analysis of field data. Performs analytical and numerical modeling of waves, currents, and sediment transport in open coast, inlet, and estuarine environments. Performs analysis, visualization, and interpretation of geospatial data, and time-series. Uses a wide range of principles, theories, concepts, and techniques to develop innovative solutions to problems. Applies expert knowledge to research, analyze data, and develop conclusions and recommendations.

Minimum Education and Experience. Bachelor's degree in Civil/Environmental Engineering or Equivalent. Six (6) years experience in various environmental engineering projects including three (3) years specialized experience in coastal engineering. M.S. in Coastal Engineering preferred. In-depth knowledge of the NFIP and flood mapping program, particularly as related to history, regulations, and processes

## Coastal Engineer I

Responsibilities. Analyzes coastal and oceanographic processes and the interactions among waves, currents, sediments, and structures. Assists with collection and analysis of field data. Performs analytical and numerical modeling of waves, currents, and sediment transport in open coast, inlet, and estuarine environments. Performs analysis, visualization, and interpretation of geospatial data, and time-series. Uses a wide range of principles, theories, concepts, and techniques to develop innovative solutions to problems. Applies expert knowledge to research, analyze data, and develop conclusions and recommendations.

Minimum Education and Experience. Bachelor's of Science degree in Civil/Environmental Engineering. Two (2) years experience in various coastal engineering projects including three (3) years specialized experience in coastal engineering. M.S. in Coastal Engineering preferred. In-depth knowledge of the NFIP and flood mapping program, particularly as related to history, regulations, and processes.

## Coastal Engineer II

Responsibilities. Analyzes coastal and oceanographic processes and the interactions among waves, currents, sediments, and structures. Assists with collection and advanced analysis of field data. Performs complex analytical and numerical modeling of waves, currents, and sediment transport in open coast, inlet, and estuarine environments. Performs analysis, visualization, and interpretation of geospatial data, and time-series. Uses a wide range of principles, theories, concepts, and techniques to develop innovative solutions to problems. Applies expert knowledge to research, analyze data, and develop conclusions and recommendations.

Minimum Education and Experience. Bachelor's of Science degree in Civil/Environmental Engineering. Four (4) years experience in various coastal engineering projects including (5) years specialized experience in coastal engineering. In-depth knowledge of the NFIP and flood mapping program, particularly as related to history, regulations, and processes.

### Coastal Engineer III

Functional Responsibilities. Manages analytical and numerical modeling of waves, currents, and sediment transport in open coast, inlet, and estuarine environments. Supervise analysis, visualization, and interpretation of geospatial data, and time-series. Uses advance range of principles, theories, concepts, and techniques to develop innovative solutions to problems. Applies expert knowledge to research, analyze data, and develop conclusions and recommendations.

Minimum Education and Experience. Bachelor's of Science degree in Civil/Environmental Engineering. Master's degree preferred. Six (6) years experience in various engineering projects including five (5) years specialized experience in coastal engineering. In-depth knowledge of the NFIP and flood mapping program, particularly as related to history, regulations, and processes

### Computer Specialist I

Responsibilities. Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage.

Minimum Education and Experience. Associates Degree. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.

### Computer Specialist II

Responsibilities. Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage.

Minimum Education and Experience. Bachelor's Degree. Three (3) years of experience in the field or in a related area. 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. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager

### Computer Specialist III

Responsibilities. Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage

Minimum Education and Experience. Bachelor's degree. Five (5) years experience as a computer operator. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.

#### Construction Inspector I

Responsibilities. Inspects initial construction and additional repairs to ensure adherence to contract specifications, environmental requirements, building ordinances, and zoning laws. May be assigned to residential or commercial structures.

Minimum Education and Experience. Bachelor's Degree. 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.

#### Construction Inspector II

Responsibilities. Inspects construction and additional repairs to ensure adherence to contract specifications, environmental requirements, building ordinances, and zoning laws. May be assigned to residential or commercial structures.

Minimum Education and Experience. Two (2) years of direct experience in the field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.

#### Construction Inspector III

Responsibilities. Inspects and supervise initial construction and additional repairs to ensure adherence to contract specifications, environmental requirements, building ordinances, and zoning laws. May be assigned to residential or commercial structures.

Minimum Education and Experience. Bachelor's Degree. Two (2) years of direct experience in the field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.

#### Electrical Engineer I

Responsibilities. Designs, tests, installs, and maintains large-scale electronic equipment or machinery for use in manufacturing or power generation or transmission as a part of major environmental initiative or to correct major/mitigate environmental problem. May use computer-assisted engineering and design software and equipment to perform assignments. Applies principles and techniques of electrical engineering to accomplish goals.

Minimum Education and Experience. Bachelor's degree in engineering. Two (2) years of experience in the field or in a related area. 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. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

#### Electrical Engineer II

Responsibilities. Designs, tests, installs, and maintains large-scale electronic equipment or machinery for use in manufacturing or power generation or transmission as a part of major environmental initiative or to correct major/mitigate environmental problem. May use computer-assisted engineering and design software and equipment to perform assignments. Applies principles and techniques of electrical engineering to accomplish goals.

Minimum Education and Experience. Bachelor's degree in engineering. Four (4) years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

### Electrical Engineer III

Responsibilities. Designs, tests, installs, and maintains large-scale electronic equipment or machinery for use in manufacturing or power generation or transmission as a part of major environmental initiative or to correct major/mitigate environmental problem. May use computer-assisted engineering and design software and equipment to perform assignments. Applies principles and techniques of electrical engineering to accomplish goals.

Minimum Education and Experience. Bachelor's degree in engineering. Six (6) years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected.

### Engineer, Soil/Geotechnical II

Responsibilities. Civil/Geotechnical Engineer to work on a variety of geotechnical and civil projects in the surface water, industrial, transportation, and energy sectors. Works in teams and independently. Provides technical support on complex geotechnical projects. Analysis and report writing, identifying and defining scope, techniques, and prices for project proposals.

Minimum Education and Experience. Bachelor's degree in engineering. Four (4) years experience in geotechnical or civil engineering. Managed technical programs and projects, both multiple and individual, with overall program/project responsibilities.

### Engineer, Soil/Geotechnical III

Responsibilities. Civil/Geotechnical Engineer to work on a variety of geotechnical and civil projects in the surface water, industrial, transportation, and energy sectors. Works in teams and independently. Provides technical support on complex geotechnical projects. Analysis and report writing, identifying and defining scope, techniques, and prices for project proposals. Ensuring consistently accurate and timely client and management communications.

Minimum Education and Experience. Bachelor's degree in engineering. Six (6) years experience in geotechnical or civil engineering consulting. Directed technical programs and projects, both multiple and individual, with overall program/project responsibilities.

### Engineer, Environmental I

Responsibilities. Identifies, assesses and resolves problems concerning the environment. May also design, install, operate and maintain measuring apparatus to determine the level of pollutants involving air, land, and water. Performs experiments and reports findings on environmental consequences of equipment, tools, and procedures. Ensures the organization's conformance to federal, state, and local environmental legislation.

Minimum Education and Experience. Bachelor's degree in engineering. Two (2) years of experience in the field or in a related area. 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.

#### Engineer, Environmental II

Responsibilities. Implements and maintains policies adhering to local, state and federal environmental, health and safety regulations. Involved in the design and development of facilities, work areas and work procedures and makes environmental, health and safety recommendations accordingly. Responsible for preparing, maintaining, and updating environmental policy and procedure manuals. Ensures compliance with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that impact the organization.

Minimum Education and Experience. Bachelor's degree in engineering. Four (4) years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required.

#### Engineer, Environmental III

Responsibilities. Implements and maintains company policies adhering to local, state and federal environmental, health and safety regulations. Involved in the design and development of facilities, work areas and work procedures and makes environmental, health and safety recommendations accordingly. Responsible for preparing, maintaining, and updating environmental and policy and procedure manuals. Ensures compliance with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that impact the organization. Serves as contact with all federal, state, and local regulatory bodies.

Minimum Education and Experience. Bachelor's degree in engineering. Six (6) years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required.

#### Engineer, Environmental Sr

Responsibilities. Identifies, assesses and resolves problems concerning the environment. May also design, install, operate and maintain measuring apparatus to determine the level of pollutants involving air, land, and water. Performs experiments and reports findings on environmental consequences of equipment, tools, and procedures. Ensures the organization's conformance to federal, state, and local environmental legislation.

Minimum Education and Experience. Bachelor's degree in engineering. Seven (7) years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

#### Engineer, Mechanical I

Responsibilities. Perform task level engineering duties in planning or assessing mechanical processes, tools and solutions to address environmental concerns or initiatives. Analyze impact and appropriateness of installation, operation, maintenance, and repair of such equipment as centralized heat, gas, water, and steam systems for specific environments. Design, plan, or perform engineering duties in the prevention, control, and remediation of

environmental health hazards utilizing various engineering disciplines. Work may include waste treatment, site remediation, or pollution control technology.

Minimum Education and Experience. Bachelor's Degree and two years experience in field of expertise.

#### Engineer, Mechanical II

Responsibilities. Perform project level engineering duties in planning or assessing mechanical processes, tools and solutions to address environmental concerns or initiatives. Analyze impact and appropriateness of installation, operation, maintenance, and repair of such equipment as centralized heat, gas, water, and steam systems for specific environments. Design, plan, or perform engineering duties in the prevention, control, and remediation of environmental health hazards utilizing various engineering disciplines. Work may include waste treatment, site remediation, or pollution control technology.

Minimum Education and Experience. Bachelor's Degree and four (4) years experience in field of expertise.

#### Engineer, Mechanical III

Responsibilities. Perform project level engineering duties in planning or assessing mechanical processes, tools and solutions to address environmental concerns or initiatives. Analyze impact and appropriateness of installation, operation, maintenance, and repair of such equipment as centralized heat, gas, water, and steam systems for specific environments. Design, plan, or perform engineering duties in the prevention, control, and remediation of environmental health hazards utilizing various engineering disciplines. Work may include waste treatment, site remediation, or pollution control technology.

Minimum Education and Experience. Bachelor's Degree and six (6) years experience in field of expertise.

#### Engineer, Sanitary I

Responsibilities. Collaborate with environmental scientists, planners, hazardous waste technicians, engineers, and other specialists, and experts in law and business to address environmental problems. Prepare, review, and update environmental investigation and recommendation reports. Design and supervise the development of systems processes for equipment for control, management, or remediation of water, air, or soil quality. Design and supervise the development of systems processes or equipment for control, management, or remediation of water, air, or soil quality. Provide environmental engineering assistance in network analysis, regulatory analysis, and planning or reviewing database development. Obtain, update and maintain plans, permits and standard operating procedures. Advise corporations and Government agencies of procedures to follow in cleaning up contaminated sites to protect people and the environment.

Minimum Education and Experience. Bachelor's Degree and two (2) years experience in field of expertise.

#### Engineer, Sanitary II

Responsibilities. Collaborate with environmental scientists, planners, hazardous waste technicians, engineers, and other specialists, and experts in law and business to address environmental problems. Prepare, review, and update environmental investigation and recommendation reports. Design and supervise the development of systems processes for equipment for control, management, or remediation of water, air, or soil quality. Design and supervise the development of systems processes or equipment for control, management, or remediation of water, air, or soil

quality. Provide environmental engineering assistance in network analysis, regulatory analysis, and planning or reviewing database development Obtain, update and maintain plans, permits and standard operating procedures. Advise corporations and Government agencies of procedures to follow in cleaning up contaminated sites to protect people and the environment.

Minimum Education and Experience. Bachelor's Degree and four (4) years experience in field of expertise.

#### Engineer, Sanitary III

Responsibilities. Collaborate with environmental scientists, planners, hazardous waste technicians, engineers, and other specialists, and experts in law and business to address environmental problems. Prepare, review, and update environmental investigation and recommendation reports. Design and supervise the development of systems processes for equipment for control, management, or remediation of water, air, or soil quality. Design and supervise the development of systems processes or equipment for control, management, or remediation of water, air, or soil quality. Provide environmental engineering assistance in network analysis, regulatory analysis, and planning or reviewing database development Obtain, update and maintain plans, permits and standard operating procedures. Advise corporations and Government agencies of procedures to follow in cleaning up contaminated sites to protect people and the environment.

Minimum Education and Experience. Bachelor's Degree and six (6) years experience in field of expertise.

#### Engineer, Structural II

Responsibilities. Inspect structures using engineering skills to determine structural soundness and compliance with specifications, building codes, and to assess impact on environment and other regulations. Inspections may be general in nature or may be limited to a specific area.

Minimum Education and Experience. Bachelor's Degree and four (4) years experience in field of expertise.

#### Engineer, Structural III

Responsibilities. Inspect structures using engineering skills to determine structural soundness and compliance with specifications, building codes, and to assess impact on environment and other regulations. Inspections may be general in nature or may be limited to a specific area.

Minimum Education and Experience. Bachelor's Degree and six (6) years experience in field of expertise.

#### Engineering Technician I

Responsibilities. Assists the engineers in the planning of projects. Estimates work load to establish completion dates. Familiar with 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. Primary job functions do not typically require exercising independent judgment.

Minimum Education and Experience. High School diploma and one (1) year experience in the field or a related area.

### Engineering Technician II

Responsibilities. Assists the engineers in the planning of projects. Estimates work load to establish completion dates. 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. Primary job functions do not typically require exercising independent judgment.

Minimum Education and Experience. High School diploma and two (2) years experience in the field or a related area.

### Engineering Technician III

Responsibilities. Assists the engineers in the planning of projects. Estimates work load to establish completion dates. 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. Primary job functions do not typically require exercising independent judgment.

Minimum Education and Experience. High School diploma and four (4) years experience in the field or a related area.

### Environmental Scientist

Responsibilities. Conduct research or perform investigation for the purpose of identifying, abating, or eliminating sources of pollutants or hazards that affect either the environment or the health of the population. Utilizing knowledge of various scientific disciplines may collect, synthesize, study, report, and take action based on data derived from measurements or observations of air, food, soil, water, and other sources. Collect, synthesize, analyze, manage, and report environmental data, such as pollution emission measurements, atmospheric monitoring measurements, meteorological and mineralogical information, and soil or water samples. Analyze data to determine validity, quality, and scientific significance, and to interpret correlations between human activities and environmental effects. Provide scientific and technical guidance, support, coordination, and oversight to governmental agencies, environmental programs, industry, or the public. Process and review environmental permits, licenses, and related materials. Review and implement environmental technical standards, guidelines, policies, and formal regulations that meet all appropriate requirements. Research sources of pollution to determine their effects on the environment and to develop theories or methods of pollution abatement or control.

Minimum Education and Experience. Bachelor's Degree and five (5) years experience in field of expertise.

### Environmental Technician

Responsibilities. Modify, test, and operate equipment and devices used in the prevention, control, and remediation of environmental pollution, including waste treatment and site remediation. May assist in the development of environmental pollution remediation devices under direction of engineer. Receive, set up, test, and decontaminate equipment. Maintain project logbook records and computer program files. Conduct pollution surveys, collecting and analyzing samples such as air and ground water. Perform environmental quality work in field and office settings. Review technical documents to ensure completeness and conformance to requirements. Perform laboratory work such as logging numerical and visual observations, preparing and packaging samples, recording test results, and performing photo documentation. Review work plans to schedule activities. Inspect facilities to monitor compliance with regulations governing substances such as asbestos, lead, and wastewater. Arrange for the disposal of lead, asbestos and other hazardous materials.

Minimum Education and Experience. High School Diploma and three (3) years experience in field of expertise

#### Estimator I

Responsibilities. Prepare cost estimates for projects or services. May specialize according to particular service performed. Consult with clients, vendors, stakeholders, and personnel to discuss and formulate estimates and resolve issues. Analyze plans and other documentation to prepare time, cost, materials, and labor estimates. Prepare estimates used by management for purposes such as planning, organizing, and scheduling work. Confer with project staff and Stakeholders on changes and adjustments to cost estimates. Assess cost effectiveness of products, projects or services, tracking actual costs relative to planned.

Minimum Education and Experience. Bachelor's Degree and four (4) years experience in field of expertise.

#### Estimator II

Responsibilities. Prepare cost estimates for projects or services. May specialize according to particular service performed. Consult with clients, vendors, stakeholders, and personnel to discuss and formulate estimates and resolve issues. Analyze plans and other documentation to prepare time, cost, materials, and labor estimates. Prepare estimates used by management for purposes such as planning, organizing, and scheduling work. Confer with project staff and Stakeholders on changes and adjustments to cost estimates. Assess cost effectiveness of products, projects or services, tracking actual costs relative to planned.

Minimum Education and Experience. Bachelor's Degree and six (6) years experience in field of expertise.

#### Exhibit Dealer

Responsibilities. Examine objects to be included in exhibits in order to plan where and how to display them. Acquire, or arrange for acquisition of, specimens or graphics required to complete exhibits. Prepare rough drafts and scale working drawings of sets, including floor plans, scenery, and properties to be constructed. Confer with clients and staff in order to gather information about exhibit space, proposed themes and content, timelines, budgets, materials, and/or promotion requirements. Estimate set- or exhibit-related costs including materials, construction, and rental of props or locations. Develop set designs based on evaluation of scripts, budgets, research information, and available locations. Direct and coordinate construction, erection, or decoration activities in order to ensure that sets or exhibits meet design, budget, and schedule requirements. Inspect installed exhibits for conformance to specifications, and satisfactory operation of special effects components. Plan for location-specific issues such as space limitations, traffic flow patterns, and safety concerns. Submit plans for approval, and adapt plans to serve intended purposes, or to conform to budget or fabrication restrictions.

Minimum Education and Experience. Bachelor's Degree and three (3) years experience in field of expertise.

#### Geologist I

Responsibilities. Applies knowledge of geology, chemistry, physics, biology, and mathematics to explain geological phenomena and develop the infrastructure and methodologies to better understand environmental issues and impacts assessment. Applies geological knowledge to explain and describe scientific and engineering problems encountered in NEPA-related studies. Prepares geological reports and maps, interprets and reports research data, and recommends further study or action. Conducts or participate in environmental studies and prepares reports in response to environmental issues.

Minimum Education and Experience. Bachelor's degree in Geology with entry level experience working with environmental issues. Familiarity with National Environmental Policy Act (NEPA) requirements.

## Geologist II

**Responsibilities.** Applies advanced knowledge of geology, chemistry, physics, biology, and mathematics to explain geological phenomena and develop the infrastructure and methodologies to better understand environmental issues and impacts assessment. Applies geological knowledge to explain and describe scientific and engineering problems encountered in NEPA-related studies. Prepares geological reports and maps, interprets and reports research data, and recommends further study or action. Conducts or participate in environmental studies and prepares reports in response to environmental issues.

**Minimum Education and Experience.** Bachelor's (BS) degree in Geology, four (4) years of general experience working with environmental issues and substantive projects. Knowledgeable with National Environmental Policy Act (NEPA) methodologies and assessment techniques. A Master's (MS) degree may be substituted for the general experience requirement.

## Geologist III

**Responsibilities.** Applies advanced knowledge and experience of geology, chemistry, physics, biology, and mathematics to explain geological phenomena and develop the infrastructure and methodologies to better understand environmental issues and impacts assessment. Applies geological knowledge to explain and describe scientific and engineering problems encountered in NEPA-related studies. Directs and supervises the preparation of geological reports and maps, interprets and reports research data, and recommends further study or action. Supervises the development of environmental studies and prepares reports in response to environmental issues.

**Minimum Education and Experience.** Master's (MS) degree in Geology with at least six (6) years of general experience working with environmental issues and substantive projects, at least three (3) of which are specialized. Knowledgeable with National Environmental Policy Act (NEPA) methodologies and assessment techniques. A Doctor of Philosophy (PhD) degree may be substituted for three (3) years of the general experience requirement.

## GIS Specialist/Remote Sensing.

**Responsibilities.** Performs high quality data processing tasks including the processing, management, manipulation and archiving of LiDAR and GIS data. Writes reports and generates documents to support the validity of LIDAR and GIS data. Performs a wide variety of the following tasks: reports, statistics, document preparation, data management, data analysis relating. Performs GPS, Inertial and LiDAR processing using provided software.

Compiles geospatial data required for multiple-scale map production from scanned aerial and digital photographs. Applies standard photogrammetric techniques to geo-reference three-dimensional image information interpretable from digital photography or other imagery. Uses softcopy photogrammetric workstation technology to classify, measure and record features.

**Minimum Education and Experience.** Bachelor's degree in Geography, Cartography, Engineering, or a related field that encompasses Remote Sensing or Surveying, or five years of specialized experience. Post secondary training or certification in Geography, Photogrammetry, Cartography, Imagery Analysis, GIS, Survey, or Civil Engineering

## GIS Technician/Remote Sensing

**Responsibilities.** Applies practical knowledge of processes, practices, methods and techniques involved in the construction of new or the revision of existing maps and charts. Performs pre-compilation tasks, assembling aerial photographs into mosaics, drafting, digitizing and editing. Creates a variety of digital mapping products related to flood hazard mapping using various software platforms and commercial GIS platforms. Perform functions such as digitizing spatial data, type placement, data capture, and cell manipulation, and plotting functions related to Flood Insurance Rate Maps

**Minimum Education and Experience.** High School Diploma or equivalent, three (3) years general experience, and one (1) year specialized experience.

## GIS/Programmer

Responsibilities. Translates requirements and designs into computer software using commercial GIS or remote sensing technology platforms. Tests, debugs, and refines computer software to produce the required product. Prepares required documentation including both computer software and user level documentation. Enhances software to reduce operating time or improve efficiency. May provide technical direction to other mapping professionals.

Minimum Education and Experience. Bachelor's degree in Computer Science, Information Systems, Software Engineering, Geography, Cartography, GIS, or other discipline related to GIS or Mapping Technology. Two (2) years of general experience, one (1) of which must be specialized. Specialized experience includes experience in the extraction of GIS information and attributing information to client standards and specifications, development within the specific information technology platform identified as the technical solution for the system and extraction of GIS information and attributing information in accordance with client standards and specifications and experience in the development of technical solutions and code for GIS applications.

## GPS Analyst

Responsibilities. Applies professional knowledge and skills in the GIS sciences and relevant mathematics and statistics to plan, design, research, develop, construct, evaluate and modify mapping and charting systems and products such as digital orthophotography, GIS databases, and remote sensing products.

Minimum Education and Experience. BA degree and three (3) years of specialized experience. Must be proficient in current GIS-related software.

## Graphic Artist

Responsibilities. Designs and creates graphics that meet specific guidelines for commercial and marketing needs for displays, packing, logos, advertising, proposal preparation, or customer needs. Participates in such areas as: the layout and production of print media, publications, web pages, and marketing design efforts.

Minimum Education and Experience. Bachelor's degree or post-secondary education and training in art and design accredited by the National Association of Art and Design (NASAD). Three (3) years general experience creating graphics using computer technology and contributing to business proposals or customer support.

## Hydrogeologist

Responsibilities. Applies knowledge of geology, chemistry, physics, biology, and mathematics to explain geological phenomena as it pertains to hydrology and hydraulic issues. Maps and charts water flow and disposition of sediment as it applies to geological phenomena and formations. Applies geological knowledge to the evaluation of data in reference to such problems as flooding and forecasting, soil and water conservation programs in NEPA-related studies. Prepares geological/hydrological reports and maps, interprets and reports research data, and recommends further study or action

Minimum Education and Experience. A BS degree in Hydrology or Engineering. General and specific environmental knowledge of geological issues pertaining to water quality assessments and impacts. Five years general experience with two years specialized experience.

### Hydrologist I

Responsibilities. Studies distribution, disposition, and development of waters of land areas, including form and intensity of precipitation, and modes of return to ocean and atmosphere. Performs hydrology and hydraulic engineering analyses. Maps and charts water flow and disposition of sediment. Measures changes in water volume due to evaporation and melting of snow. Studies storm occurrences and determines rate of ground absorption and ultimate disposition of water. Evaluates data obtained in reference to such problems as flood and forecasting, soil and water conservation programs, and planning water supply, water power, and flood control

Minimum Education and Experience. A BS degree in Hydrology or Engineering. General environmental knowledge of water quality assessments and impacts.

### Hydrologist II

Responsibilities. Studies distribution, disposition, and development of waters of land areas, including form and intensity of precipitation, and modes of return to ocean and atmosphere. Performs hydrology and hydraulic engineering analyses. Maps and charts water flow and disposition of sediment. Measures changes in water volume due to evaporation and melting of snow. Studies storm occurrences and determines rate of ground absorption and ultimate disposition of water. Evaluates data obtained in reference to such problems as flood and forecasting, soil and water conservation programs, and planning water supply, water power, and flood control.

Minimum Education and Experience. A BS degree in Hydrology or Engineering with four (4) years general and specialized experience in environmental planning and assessment issues. Familiarity with NEPA as it applies to environmental issues such as wetlands and storm management. A Master's degree (MS) may be substituted for three years experience.

### Hydrologist III

Responsibilities. Studies distribution, disposition, and development of waters of land areas, including form and intensity of precipitation, and modes of return to ocean and atmosphere. Performs hydrology and hydraulic engineering analyses. Maps and charts water flow and disposition of sediment. Measures changes in water volume due to evaporation and melting of snow. Studies storm occurrences and determines rate of ground absorption and ultimate disposition of water. Evaluates data obtained in reference to such problems as flood and forecasting, soil and water conservation programs, and planning water supply, water power, and flood control. Depending on the size of the project and available staff, provide supervisory management and guidance on a project.

Minimum Education and Experience. A BS degree in Hydrology or Engineering with six (6) years general and specialized experience in environmental planning and assessment issues. Knowledgeable with NEPA as it applies to environmental issues such as wetlands and storm management. A Master's degree (MS) may be substituted for three years experience.

### Landscape Architect I

Responsibilities: Knowledgeable in drafting projects that effectively utilize the environment (soil, water, plants) to create to achieve the planned objectives. Experienced in working with other professional disciplines, e.g., architects, engineers, surveyors, environmental scientists, to achieve or conserve natural resources. Experience in using computer technology, Computer-Aided Design (CAD), and geographic information systems (GIS) to model projects. Experience in drafting and producing reports, and developing cost estimates that permit planners cost and planning options. Familiarity with environmental issues and trade-offs, and the ability to make assessments in conformance with NEPA.

Minimum Education and Experience. A BS degree in Landscape Architecture and appropriate professional certification.

## Landscape Architect II

Responsibilities: Knowledgeable in drafting projects that effectively utilize the environment (soil, water, plants) to create to achieve the planned objectives. Experienced in working with other professional disciplines, e.g., architects, engineers, surveyors, environmental scientists, to achieve or conserve natural resources. Experience in using computer technology, Computer-Aided Design (CAD), and geographic information systems (GIS) to model projects. Experience in drafting and producing reports, and developing cost estimates that permit planners cost and planning options. Familiarity with environmental issues and trade-offs, and the ability to make assessments in conformance with NEPA guidelines.

Minimum Education and Experience. A BS degree in Landscape Architecture and appropriate professional certification. Minimum of two (2) years general experience in landscape architecture design.

## Landscape Architect III

Responsibilities: Knowledgeable in drafting projects that effectively utilize the environment (soil, water, plants) to create to achieve the planned objectives. Experienced in working with other professional disciplines, e.g., architects, engineers, surveyors, environmental scientists, to achieve or conserve natural resources. Experience in using computer technology, Computer-Aided Design (CAD), and geographic information systems (GIS) to model projects. Experience in drafting and producing reports, and developing cost estimates that permit planners cost and planning options. Familiarity with environmental issues and trade-offs, and the ability to make assessments in conformance with NEPA guidelines.

Minimum Education and Experience. A BS degree in Landscape Architecture and appropriate professional certification. Minimum of six (6) years general experience in landscape architecture design, three (3) of which are specialized experience dealing cultural resource management or environmental work.

## Photogrammetrist, Certified

Responsibilities. Collects, analyzes, and interprets geographic information provided by geodetic surveys, aerial photographs, and satellite data. Researches, studies, and prepares maps and other spatial data in digital or graphic form for legal, social, political, educational, and design purposes. May work with Geographic Information Systems (GIS). May design and evaluate algorithms, data structures, and user interfaces for GIS and mapping systems. Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life. Delineates aerial photographic detail, such as control points, hydrography, topography, and cultural features, using precision stereo-plotting apparatus or drafting instruments. Determines guidelines that specify which source material is acceptable for use. Determines map content and layout, as well as production specifications such as scale, size, projection, and colors, and direct production in order to ensure that specifications are followed. Examines and analyzes data from ground surveys, reports, aerial photographs, and satellite images in order to prepare topographic maps, aerial-photograph mosaics, and related charts.

Minimum Education and Experience. Bachelor of Science in Civil and Land Surveying, five (5) years experience in photogrammetry, professional certification. PLS Registration preferred

## Planner, Environmental I

Responsibilities. Experience in environmental planning and analysis, CEQA/NEPA Compliance, demonstrated business development and client interaction experience, public involvement, technical writing, and project

management. Works as a team member on a project providing deliverables, monitors schedule and budget, and interfaces with internal Project Managers and clients.

Minimum Education and Experience. BS in landscape architecture, environmental planning, environmental science, biology, or engineering. Two (2) years experience in environmental projects. Knowledge of NEPA/CEQA compliance projects. Experience in proposal writing and presentations.

#### Planner, Environmental II

Responsibilities. Experience in environmental planning and analysis, CEQA/NEPA compliance, demonstrated business development and client interaction experience, public involvement, technical writing, and project management. Works as a team member or project lead on a project providing deliverables, monitors schedule and budget, and interfaces and coordinates with internal Project Managers and clients.

Minimum Education and Experience. BS in landscape architecture, environmental planning, environmental science, biology, or engineering. Four (4) years experience in environmental projects. Knowledge and experience with NEPA/CEQA compliance projects. Experience in proposal writing and presentations. A MS in an above discipline may be substituted for three years of general experience.

#### Planner, Environmental III

Responsibilities. Experience in environmental planning and analysis, CEQA/NEPA compliance, demonstrated business development and client interaction experience, public involvement, technical writing, and project management. Works as a project lead on a project providing deliverables and ensuring that deliverable schedules are met. Controls schedule and budget, and interfaces and coordinates with internal Project Managers and clients.

Minimum Education and Experience. BS in landscape architecture, environmental planning, environmental science, biology, or engineering. Six (6) years experience in environmental projects with at least three years as a project lead. Knowledge and experience with NEPA/CEQA compliance projects. Experience in proposal writing and presentations. A MS in an above discipline may be substituted for three years of general experience.

#### Principal

Responsibilities. Directs, coordinates, and exercises oversight authority for planning, organizing, controlling, integrating, and completing programs. Supports Project Manager on concept development and system design to support life-cycle program activities. Executes and implements program directives and develops systems and controls to carry out program tasks. Sets priorities and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications, and quality assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control, and program schedules.

Minimum Education and Experience. BS in Environmental Sciences, fifteen (15) years experience in water resources engineering, floodplain or related field. P.E. registration and ASFPM certification desired.

#### Project Director/QC

Responsibilities. Coordinates and monitors the scheduling, pricing, and technical performance of programs. Responsibilities also include aiding in the negotiation of contracts, task orders, and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to a program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. .

Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required.

Minimum Education and Experience. Bachelor's degree and at least twelve (12) years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field.

#### Program Manager

Responsibilities. Directs, coordinates, and exercises supervisory authority for planning, organizing, controlling, integrating, and completing programs. Develops and establishes procedures and guidelines for daily operation of assigned program. Executes and implements program directives and develops systems and controls to carry out program tasks. Determines work schedules, sets priorities, and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications, and quality assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control, and program schedules.

Minimum Education and Experience. Bachelor's degree or equivalent and ten (10) years of which at least seven years must be specialized. Specialized experience in general program management. Specialized experience must be in a technical or functional discipline and must have involved management of multiple programs simultaneously.

#### Project Manager I

Responsibilities. Under general direction, responsible for all aspects of the development and implementation of assigned projects, and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, and stakeholder and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

Minimum Education and Experience. Bachelor's degree or equivalent and six (6) years specialized experience in general program management. Specialized experience must be in a technical or functional discipline and must have involved management of multiple programs simultaneously.

#### Project Manager II

Responsibilities. Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, stakeholder and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.

Minimum Education and Experience. Bachelor's degree or equivalent and eight (8) years specialized experience in general program management. Specialized experience must be in a technical or functional discipline and must have involved management of multiple programs simultaneously.

### Surveyor I

Responsibilities. Surveys and investigates land surfaces to project precise measurement and location of lines, angles, points, areas, and elevations. Performs project research, boundary calculations, and records accuracy of survey data, notes, and sketches. Relies on instructions and pre-established guidelines to perform the functions of the job.

Minimum Education and Experience. High school diploma or its equivalent. May have to complete an apprenticeship, and/or formal training in area of specialty. Has knowledge of commonly used concepts, practices, and procedures within a particular field.

### Surveyor II

Responsibilities. Surveys and investigates land surfaces to project precise measurement and location of lines, angles, points, areas, and elevations. Performs project research, boundary calculations, and records accuracy of survey data, notes, and sketches. Performs a variety of tasks. A certain degree of creativity and latitude is required.

Minimum Education and Experience. High school diploma or its equivalent with two (2) years experience in the field. May have to complete an apprenticeship, and/or formal training in area of specialty. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals.

### Surveyor III

Responsibilities. Surveys and investigates land surfaces to project precise measurement and location of lines, angles, points, areas, and elevations. Performs project research, boundary calculations, and records accuracy of survey data, notes, and sketches. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

Minimum Education and Experience. High school diploma or its equivalent with at least three (3) years experience in the field. May have to complete an apprenticeship, and/or formal training in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals.

### Survey Technician

Responsibilities. Assists in conducting surveys to ascertain the locations of natural features and man-made structures on the Earth's surface, underground, and underwater using electronic distance-measuring equipment and other surveying instruments.

Minimum Education and Experience. High school diploma or its equivalent with two (2) years experience in the field. May have to complete an apprenticeship, and/or formal training in area of specialty. Familiar with standard concepts, practices, and procedures within a particular field.

### Technical Writer

Responsibilities. Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document.

Minimum Education and Experience. Bachelor's degree in a related area and two (2) years of experience in the field or in a related area. 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. Primary job functions do not typically require exercising independent judgment.

#### Wetlands Specialist I

**Responsibilities.** Responsible for maintaining and investigating numerous wetland areas, mitigation sites, storm water detention ponds, and natural areas. Assists with collection and analysis of field data involving wetlands and NEPA issues and assessments. Performs analytical studies and develops reports based upon those studies. Uses a wide range of principles, theories, concepts, and techniques to develop innovative solutions to problems and tasks. Applies expert knowledge to research, analyze data, and develop conclusions and recommendations

**Minimum Education and Experience.** B.S. or B.A. or equivalent degree in biology, botany, environmental studies, fisheries, soil science, wildlife, agriculture or related field. Two (2) years of related work experience; and minimum of one-year experience delineating wetlands and preparing wetland reports and mitigation plans.

#### Wetlands Specialist II

**Responsibilities.** Responsible for maintaining and investigating numerous wetland areas, mitigation sites, storm water detention ponds, and natural areas. Assists with collection and analysis of field data involving wetlands and NEPA issues and assessments. Performs analytical studies and develops reports based upon those studies. Uses a wide range of principles, theories, concepts, and techniques to develop innovative solutions to problems and tasks. Applies expert knowledge to research, analyze data, and develop conclusions and recommendations

**Minimum Education and Experience.** B.S. or B.A. or equivalent degree in biology, botany, environmental studies, fisheries, soil science, wildlife, agriculture or related field. Four (4) years of related work experience; and minimum of one-year experience delineating wetlands and preparing wetland reports and mitigation plans.

#### Wetlands Specialist III

**Responsibilities.** Responsible for maintaining and investigating numerous wetland areas, mitigation sites, storm water detention ponds, and natural areas. Assists with collection and analysis of field data involving wetlands and NEPA issues and assessments. Performs analytical studies and develops reports based upon those studies. Uses a wide range of principles, theories, concepts, and techniques to develop innovative solutions to problems and tasks. Applies expert knowledge to research, analyze data, and develop conclusions and recommendations

**Minimum Education and Experience.** B.S. or B.A. or equivalent degree in biology, botany, environmental studies, fisheries, soil science, wildlife, agriculture or related field. Six (6) years of related work experience; and minimum of one-year experience delineating wetlands and preparing wetland reports and mitigation plans.

#### Word Processor

**Responsibilities.** Checks completed work for spelling, grammar, punctuation, and format. Gathers, registers, and arranges the material to be typed, following instructions. Types correspondence, reports, text and other written material from rough drafts, corrected copies, voice recordings, dictation or previous versions, using a computer, word processor, or typewriter. Files and stores completed documents on computer hard drive or disk, and/or maintains a computer filing system to store, retrieve, update and delete documents. Prints and makes copies of work. Keep records of work performed. Computes and verifies totals on report forms, requisitions, or bills, using an adding machine or calculator. Collates pages of reports and other documents prepared. Electronically sorts and compiles text and numerical data, retrieving, updating, and merging documents as required.

Minimum Education and Experience. Associates Degree or high school diploma or equivalent with four (4) years experience, and at least two (2) years using word processing software.

## **SIN 541611, ONLY**

### **Program Manager**

Responsibilities. Directs, coordinates, and exercises supervisory authority for planning, organizing, controlling, integrating, and completing programs. Develops and establishes procedures and guidelines for daily operation of assigned program. Executes and implements program directives and develops systems and controls to carry out program tasks. Determines work schedules, sets priorities, and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications, and quality assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control, and program schedules.

Education and Experience. Bachelor's degree or equivalent and ten (10) years specialized experience in general program management. Specialized experience must be in a technical or functional discipline and must have involved management of multiple programs simultaneously.

### **Project Manager II**

Responsibilities. Directs, coordinates, and exercises supervisory authority for planning, organizing, controlling, integrating, and completing programs. Develops and establishes procedures and guidelines for daily operation of assigned program. Executes and implements program directives and develops complex systems and controls to carry out program tasks. Determines work schedules, sets priorities and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications, and quality assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control, and program schedules.

Education and Experience. Bachelor's degree or equivalent and eight (8) years experience in general program management. Specialized experience must be in a technical or functional discipline and must have involved management of multiple projects simultaneously.

### **Principal Consultant**

Responsibilities. Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design, simulation and modeling functions to support life-cycle engineering and program activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations. Provides specialized expertise and oversight on projects and programs and supplies technical advice and counsel to other professionals. Operates with wide latitude for independent action. Possesses expertise in the areas of business management, environmental management, emergency management, security and homeland defense, strategic and tactical planning, personnel training and development, transportation planning, facilities planning, emergency/disaster management and planning, surveying, facilitation, cost/benefit analyses, process improvement, or risk mitigation.

Experience and Education. Must possess a graduate degree or equivalent with 15 years specialized experience or have a minimum of 18 years specialized experience with a Bachelor's degree. Possesses a high-level of specialized expertise in a technical or functional discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision-making and managing multiple programs/projects simultaneously.

### Senior Consultant III

Responsibilities. Senior manager responsible for multiple projects that involve different organizational and functional entities. Directs multiple projects, overseeing costs and administration, managing QC/QA review, and overseeing resource allocations and assignments. Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design, simulation and modeling functions to support life-cycle engineering and program activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations. Provides specialized expertise and oversight on projects and programs. Supplies advice and counsel to other professionals and operates with wide latitude for independent action. Possesses expertise in the areas of business management, environmental management, emergency management, security and homeland defense, strategic and tactical planning, personnel training and development, transportation planning, facilities planning, emergency/disaster management and planning, surveying, cost/benefit analyses, process improvement, risk mitigation and facilitation. Operates with wide latitude for independent action.

Education and Experience. Must possess a graduate degree or equivalent with twelve (12) years of specialized experience or have a minimum of fifteen (15) years specialized experience with a Bachelor's degree. Possesses a high-level of specialized expertise in a technical or functional discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision-making and managing multiple programs/projects simultaneously.

### Senior Consultant II

Responsibilities. Senior staff member who manages multiple projects. Uses a wide application of principles, theories, concepts, and techniques to develop innovation solutions to problems. Leads concept development, system design, and simulation modeling functions to support life• cycle engineering and program activities. Applies expert knowledge to gather facts, research and analyze data, and develop conclusions and recommendations. Provides specialized expertise and oversees the staffing, scoping, budgeting, and scheduling of task orders. Supplies expertise in the areas of business management, environmental management, emergency management, security and homeland defense, strategic and tactical planning, personnel training and development, transportation planning, facilities planning, emergency/disaster management and planning, surveying, cost/benefit analyses, process improvement, risk mitigation, or facilitation. Operates with wide latitude for independent action.

Education and Experience. Must possess a graduate degree or equivalent with ten (10) years specialized experience or have a minimum of fourteen (14) years specialized experience with a Bachelor's degree. Possesses a high-level of specialized experience in a technical or functional discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision-making and managing multiple programs/projects simultaneously. May have authored or published books or articles in field of expertise.

### Senior Consultant I

Responsibilities. Senior technical staff member who manages multiple projects. Provides specialized technical or functional expertise and task order management. Supplies expertise in the areas of business management, environmental management, emergency management, security and homeland defense, strategic and tactical planning, personnel training and development, transportation planning, facilities planning, emergency/disaster management and planning, surveying, cost/benefit analyses, process improvement, risk mitigation, or facilitation. Operates with wide latitude for independent action.

Education and Training. Must possess a graduate degree or equivalent and have a minimum of six (6) years specialized experience, or twelve (12) years specialized experience with a Bachelor's degree.

### Consultant III

Responsibilities. Uses a wide application of principles, theories, concepts, and techniques to develop innovation solutions to problems. Leads concept development, system design and simulation, and modeling functions to support life-cycle engineering and program activities. Applies expert knowledge to gather facts, research and analyze data, and develop conclusions and recommendations.

Education and Experience. Master's degree or equivalent and ten (10) years specialized experience or sixteen (16) years specialized experience with a Bachelor's degree. Possesses specialized expertise in a technical or functional discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision-making and managing multiple programs/projects simultaneously. May have authored and published articles and books in their field of expertise.

### Consultant II

Responsibilities. Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design and simulation, and modeling functions to support life-cycle engineering and program activities. Applies expert knowledge to gather facts, research and analyze data, and develop conclusions and recommendations.

Education and Experience. Bachelor's degree or equivalent and eight (8) years specialized experience. Specialized expertise must be in a technical or functional discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision-making and managing multiple programs/projects simultaneously. May have authored and published articles and books in their field of expertise.

### Consultant I

Responsibilities. Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design and simulation, and modeling functions to support life-cycle engineering and program activities. Applies expert knowledge to gather facts, research and analyze data, and develop conclusions and recommendations.

Education and Experience. Bachelor's degree or equivalent and six (6) years specialized experience. Specialized expertise must be in a technical or functional discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision-making and managing multiple programs/projects simultaneously. May have authored and published articles and books in their field of expertise.

### IT Professional III

Responsibilities. Establishes the information requirements for the development of enterprise-wide or large-scale information systems. Designs system architecture to include the software, hardware, and communications needed to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures the system is compatible and in compliance with the information technology standards of the requesting organization as they apply to the implementation and specification of the IT solution proposed. Evaluates analytically and systematically problems of work flows, organization, planning, and develops appropriate corrective action.

Education and Experience. A Master's degree in Computer Science, Information Systems, Software Engineering, or other discipline related to Systems Engineering and Software Engineering and at least five (5) years specialized experience. Specialized experience includes: use of system design methodologies and design tools such as UML, entity relationship diagrams, and other design techniques.

#### IT Professional II

Responsibilities. Establishes the information requirements for the development of enterprise-wide or large-scale information systems. Designs system architecture to include the software, hardware, and communications needed to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures the system is compatible and in compliance with the information technology standards of the requesting organization as they apply to the implementation and specification of the IT solution proposed. Evaluates analytically and systematically problems of work flows, organization, planning, and develops appropriate corrective action.

Education and Experience. A Bachelor's degree in Computer Science, Information Systems, Software Engineering, or other discipline related to Systems Engineering and Software Engineering and at least six (6) years specialized experience. Specialized experience includes: use of system design methodologies and design tools such as UML, entity relationship diagrams, and other design techniques.

#### IT Professional I

Responsibilities. Assists in establishing the information requirements for the development of enterprise-wide or large-scale information systems. Assists in designing system architecture to include the software, hardware, and communications needed to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures the system is compatible and in compliance with the information technology standards of the requesting organization as they apply to the implementation and specification of the IT solution proposed. Evaluates analytically and systematically problems of work flows, organization, planning, and develops appropriate corrective action.

Education and Experience. A Bachelor's degree in Computer Science, Information Systems, Software Engineering, or other discipline related to Systems Engineering and Software Engineering and at least four (4) years specialized experience. Specialized experience includes: use of system design methodologies and design tools such as UML, entity relationship diagrams, and other design techniques.

#### Subject Matter Expert III

Responsibilities. Performs highly complex analytical and subject matter work in support of Client and project objectives. Uses a wide range of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of programs and projects. Applies expert knowledge to gather facts, research and analyze data, and develop conclusions and recommendations. Expert in one of the following areas: strategic planning, cost/benefit analyses, process improvement, and risk mitigation. May have authored or published articles or books in field of expertise.

Education and Experience. Master's degree or equivalent and twelve (12) years specialized experience in the applicable subject area.

#### Subject Matter Expert II

Responsibilities. Performs complex analytical and subject matter work in support of Client and project objectives. Uses a wide range of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of programs and projects. Applies expert knowledge to gather facts, research and analyze data, and develop conclusions and recommendations.

Education and Experience. Master's degree or equivalent and nine (9) years specialized experience in the applicable subject area.

#### Subject Matter Expert I

Responsibilities. Performs analytical and subject matter work in support of Client and project objectives. Uses a wide range of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of programs and projects. Applies expert knowledge to gather facts, research and analyze data, and develop conclusions and recommendations.

Education and Experience. Master's degree or equivalent and seven (7) years specialized experience in the applicable subject area.

#### Data Base Management Specialist II

Responsibilities. Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. Provides daily supervision and direction to support staff.

Education and Experience. Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline and eight (8) years specialized experience. Specialized experience includes: demonstrated experience with DBMS design and system analysis, current operating systems software internals, and data manipulation languages.

#### Data Base Management Specialist I

Responsibilities. Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Education and Experience. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline and at least four (4) years specialized experience. Specialized experience includes: demonstrated experience using current DBMS technologies, application design utilizing various DBMS, and experience with DBMS internals.

#### Business Process Engineer III

Responsibilities. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Coordinates between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Includes activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements.

Education and Experience. Master's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Human Resources or other related discipline and at least six (6) years of specialized experience. Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business process improvement, business management techniques, organizational development, activity and data modeling, or information system development methods.

#### Business Process Engineer II

Responsibilities. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Coordinates between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Includes activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements.

Education and Experience. Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Human Resources or other related discipline and at least four years of specialized experience. Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business process improvement, business management techniques, organizational development, activity and data modeling, or information system development methods.

#### Business Process Engineer I

Responsibilities. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Coordinates between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Includes activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements.

Education and Experience. Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Human Resources or other related discipline and at least three (3) years specialized experience. Specialized experience may include: facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business process improvement, business management techniques, organizational development, activity and data modeling, or information system development methods.

#### Functional Analyst III

Responsibilities. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

Education and Experience. A Bachelor's degree in Computer Science and at least eight (8) years of specialized experience. Specialized experience includes: superior functional knowledge of task order specific requirements, or developing functional requirements for complex integrated systems, programs and projects. Must demonstrate the ability to work independently or under only general direction.

## Functional Analyst II

Responsibilities. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

Education and Experience. A Bachelor's degree and at least three (3) years specialized experience. Specialized experience includes: developing functional requirements for complex integrated systems, programs, and projects. Must demonstrate the ability to work independently or under only general direction.

## Quality Assurance Analyst

Responsibilities. Provides technical and administrative direction for personnel performing project development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government/client standards and requirements are adhered, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end-user representatives.

Education and Experience. A Bachelor's degree and a minimum of three (3) years specialized experience. Specialized experience includes: work in TQM systems, ISO 9001:2000, Personal Software Processes (PSP) auditing, integrated program management, and SPS processes. Proven understanding and application of government and ISO 9001:2000 documentation standards. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

## Training Specialist - Senior

Responsibilities. Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer\* aided training. Provides daily supervision and direction to staff.

Education and Experience. A Bachelor's degree and a minimum of five (5) years specialized experience. Specialized experience includes: experience in developing and providing technical and end-user training. Demonstrated ability to communicate orally and in writing. Demonstrated ability to work independently or under only general direction.

## Writer/Editor

Responsibilities. Develops and edits materials for reports, manuals, briefs, instruction materials, catalogs, training material, and other publications. Reviews journals, reports, and similar material to become familiar with product or process terminology.

Education and Experience. Bachelor's degree and at least six (6) years experience writing and editing for technical disciplines.

## Graphic Designer

Responsibilities. Prepares sketches, artwork, line drawings, flowcharts, and other visual illustrations in support of technical documents and presentations. Skilled in the use of standard personal computer/desktop graphics

applications such as MS PowerPoint, Corel Presentations, Corel Draw, and/or Adobe Illustrator. Produces camera-ready copy for incorporation into manuals, technical documents, and slide show or viewgraph presentations.

Education and Experience. Must have an Associate's degree in a technical field (e.g., Mathematics, Computer Science, Electronics, or Engineering). A minimum of three (3) years experience in creating the aforementioned products is required.

#### Administrative Assistant

Responsibilities. Types, proofreads materials for reports, manuals, briefs, instruction materials, catalogs, training materials, and other documents and publications, using established quality standards.

Education and Experience. High School graduate and at least four (4) years experience creating, maintaining, and updating documents, reports, and correspondence using PowerPoint, Excel, MS Word, and the Internet.