



General Services Administration  
Federal Supply Service  
Authorized Federal Supply Services and Products Schedule Price List



# McKing

## Consulting Corporation

# Mission Oriented Business Integrated Services (MOBIS)

Contract Number: GS-00F-0042P  
Professional Services Schedule (PSS)  
Federal Supply Group: CORP  
PSS SIN: 874-1, 874-7  
PSS Recovery SIN: 874-1RC, 874-7RC

Period Covered by Contract: January 11, 2015 – July 14, 2019

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

For more information on ordering from Federal Supply Schedules, click on the "FSS Schedules" button at <http://www.fss.gsa.gov>.

**Corporate Headquarters:**  
McKing Consulting Corporation  
2810 Old Lee Highway  
Suite 300  
Fairfax, Virginia 22031-4376  
(703) 204-2385  
(703) 204-2704 Fax

**Contract Administration Source:**  
John D. McCliggott  
(703) 204-2385, ext. 242  
[john@mcking.com](mailto:john@mcking.com)

**Regional Offices:**  
2900 Chamblee Tucker Road  
Building 10, Suite 100  
Atlanta, Georgia 30341  
(770) 220-0608  
(770) 220-0670 Fax

11821 Parklawn Drive  
Suite 50  
Rockville, Maryland 20852  
(703) 204-2385  
(703) 204-2704 Fax

# Customer Information

- 1a. **Table of awarded Special Item Numbers (SINs):** 874-1 (Integrated Consulting Services) and 874-7 (Integrated Business Program Support Services)
- 1b. **Pricing:** See Labor category descriptions with McKing and Client site rates
- 1c. **Commercial job titles, qualifications, and description:** See Labor category descriptions with McKing and Client site rates
2. **Maximum order threshold:** \$1,000,000.00
3. **Minimum order:** \$100.00
4. **Geographic coverage:** Domestic and Overseas
5. **Points of production:** Fairfax, Virginia; Atlanta, Georgia; Rockville, Maryland
6. **Discount from list price:** Prices shown herein are net prices
7. **Quantity discounts:** Negotiable
8. **Prompt payment terms:** None
- 9a. Government credit cards are accepted at or below the micropurchase threshold
- 9b. Contact contractor's representative for credit card acceptance of orders above the micropurchase threshold
10. **Foreign items:** N/A
- 11a. **Time of delivery:** Per Task
- 11b. Items available for expedited delivery are noted in this price list
- 11c. Overnight and second day delivery will be negotiated with the ordering agency on each task order
- 11d. **Urgent requirements:** Contact contractor's representative for a fast delivery
12. **FOB point:** Destination
- 13a. **Ordering address:** Same as contractor/Corporate Headquarters address
- 13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and sample BPA can be found at the GSA/FSS Homepage: <http://www.fss.gsa.gov/schedules>
14. **Payment address:** Same as contractor/Corporate Headquarters
15. **Warranty provision:** None
16. **Export packing charges:** N/A
17. **Terms and conditions of government credit card acceptance:** see 9b.
18. **Terms and conditions of rental, maintenance, and repair:** N/A
19. **Terms and conditions of installation:** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A
- 20a. **Terms and conditions for any other services:** N/A
21. **List of services and distribution points:** N/A
22. **List of participating dealers**
23. **Preventative maintenance:** N/A
- 24a. **Environmental attributes:** N/A
- 24b. **Section 508 compliance information is available:** <http://www.mcking.com>
25. **Data Universal Numbering System (DUNS) Number:** 96-370-1573
26. **Contractor is registered in the Central Contractor Registration (CCR) Database and Sam.gov:** Yes

# McKing Consulting Corporation Profile

McKing Consulting Corporation is a large veteran-owned, full-service professional consulting firm specializing in public health and management consulting. Our experience with U.S. government and private sector organizations, business rapport, and complementary skills, enable us to deliver top-quality services with extraordinary cost-efficiency. We perform an array of professional services—on time, on budget, and on target.

McKing is committed to fast-turnaround, high-quality products, responsive cost-effective service, and continuous improvement. Our staff is productive and versatile. We focus on ensuring total compliance with all government contract requirements and responding quickly in a dynamic and sometimes urgent work environment.

For a full appreciation of our capabilities and experience, please visit our website: [www.McKing.com](http://www.McKing.com).

McKing's corporate headquarters is located in Fairfax, Virginia with offices in Atlanta, Georgia and Rockville, Maryland.

Contact the McKing GSA Contract Administration Source for more information regarding the following McKing GSA Schedules:

Financial and Business Solutions (FABS)  
Professional Services Schedule SIN 520-11, 520-12, 520-13, 520-22  
Contract No. GS-00F-0042P

Information Technology Services (IT)  
Professional Services Schedule SIN C132-51  
Contract No. GS-00F-0042P

# Services

## **Program Management**

McKing has decades of senior-level experience managing federal government agency and private company programs. We are prepared to assist in meeting the management challenges of today's government agencies, grantees and other organizations through overall program assessments and providing support in diverse areas including strategic planning, organizational development and effectiveness, logistical and administrative support, and policy analysis.

## **Communication and Marketing**

We help clients develop critical health communication materials, informational and educational documents and targeted marketing resources. We work on tasks across the communication spectrum; from updates to media and Congressional staff to developing health issue campaigns for specific populations. Our communication and marketing staff have superior writing and editing skills, as well as formal training and/or scientific education expertise and capabilities to fulfill clients' outreach needs.

## **Scientific Services**

McKing provides a range of scientific services in support of research, program development and evaluation, surveys, data collection tools and publication of scientific data. These services include the use of epidemiology, statistical, behavioral, laboratory, and evaluation sciences for our clients. Because we have in-depth skills and knowledge in qualitative and quantitative data analyses and development of protocols to ensure human subjects protection, clients are assured that our work adheres to the strictest agency standards for integrity and reliability.

## **International Program Support**

McKing deploys staff members to countries around the world to provide short- and long-term technical assistance and support to government programs and to community-based organizations and initiatives. We provide technical assistance and consultations through trainings, assessments, program development and management, and evaluations.

# Schedule of Prices - McKing Site Hourly Rates

<b>Labor Category</b>	<b>Page</b>	<b>Year 12</b> through 7/14/2016	<b>Year 13</b> 7/15/16 - 7/14/17	<b>Year 14</b> 7/15/17 - 7/14/18	<b>Year 15</b> 7/15/18 - 7/14/19
Senior Project Manager	8	\$168.33	\$171.70	\$175.13	\$178.64
Project Manager II	8	\$140.61	\$143.42	\$146.29	\$149.21
Project Manager I	8	\$125.49	\$128.00	\$130.56	\$133.17
Public Health Management Consultant II	8	\$165.55	\$168.87	\$172.24	\$175.69
Public Health Management Consultant I	9	\$134.36	\$137.04	\$139.78	\$142.58
Public Health Program Consultant I	9	\$88.07	\$89.84	\$91.63	\$93.47
Program Analyst III	9	\$121.29	\$123.71	\$126.19	\$128.71
Program Analyst II	9	\$101.29	\$103.32	\$105.38	\$107.49
Program Analyst I	9	\$85.21	\$86.91	\$88.65	\$90.42
Program Consultant III	10	\$112.88	\$115.14	\$117.44	\$119.79
Program Consultant II	10	\$95.38	\$97.28	\$99.23	\$101.21
Program Consultant I	10	\$88.17	\$89.93	\$91.73	\$93.57
Program Coordinator IV	10	\$137.59	\$140.34	\$143.15	\$146.01
Program Coordinator III	10	\$119.38	\$121.77	\$124.20	\$126.69
Program Coordinator II	10	\$99.77	\$101.77	\$103.81	\$105.88
Program Coordinator I	11	\$88.49	\$90.26	\$92.06	\$93.90
Administrative Assistant III	11	\$69.84	\$71.24	\$72.66	\$74.12
Administrative Assistant II	11	\$59.28	\$60.47	\$61.68	\$62.91
Administrative Assistant I	11	\$50.91	\$51.93	\$52.97	\$54.03
Office Clerk	11	\$37.77	\$38.52	\$39.29	\$40.08
Graphics Designer	11	\$93.35	\$95.22	\$97.12	\$99.06
Senior Technical Writer/Editor	12	\$128.98	\$131.56	\$134.19	\$136.87
Technical Writer/Editor	12	\$88.93	\$90.71	\$92.52	\$94.37
Managing Editor	12	\$145.31	\$148.22	\$151.18	\$154.20
Senior Editor	12	\$111.39	\$113.62	\$115.89	\$118.21
Statistician - Level 6	12	\$158.95	\$162.13	\$165.37	\$168.68
Statistician - Level 4	12	\$127.97	\$130.53	\$133.14	\$135.80
Statistician - Level 3	12	\$92.74	\$94.60	\$96.49	\$98.42
Scientist - Level 9	13	\$152.63	\$155.68	\$158.80	\$161.97
Scientist - Level 8	13	\$115.76	\$118.08	\$120.44	\$122.85
Scientist - Level 7	13	\$99.21	\$101.19	\$103.22	\$105.28
Scientist - Level 6	13	\$87.19	\$88.93	\$90.71	\$92.52
Scientist - Level 5	13	\$76.68	\$78.21	\$79.78	\$81.37
Scientist - Level 4	13	\$69.29	\$70.68	\$72.09	\$73.53
Scientist - Level 3	13	\$60.29	\$61.50	\$62.73	\$63.99
Scientist - Level 2	13	\$53.97	\$55.05	\$56.15	\$57.28

# Schedule of Prices - McKing Site Hourly Rates

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Scientist - Level 1	13	\$47.69	\$48.64	\$49.61	\$50.61
Analyst/Programmer V	13	\$152.63	\$155.68	\$158.80	\$161.97
Analyst/Programmer IV	13	\$142.35	\$145.20	\$148.10	\$151.06
Analyst/Programmer III	13	\$120.95	\$123.37	\$125.84	\$128.35
Analyst/Programmer II	14	\$104.19	\$106.27	\$108.40	\$110.57
Analyst/Programmer I	14	\$93.78	\$95.65	\$97.57	\$99.52
Data Entry Team Leader	14	\$57.27	\$58.41	\$59.58	\$60.77
Data Entry Clerk I	14	\$49.36	\$50.35	\$51.36	\$52.38
Senior Instructional Designer	14	\$101.74	\$103.78	\$105.85	\$107.97
Instructional Designer	14	\$88.46	\$90.23	\$92.04	\$93.88
Evaluation Researcher V	15	\$162.16	\$165.40	\$168.71	\$172.09
Evaluation Researcher IV	15	\$141.01	\$143.83	\$146.70	\$149.64
Evaluation Researcher III	15	\$110.88	\$113.10	\$115.36	\$117.67
Evaluation Researcher II	15	\$101.08	\$103.10	\$105.16	\$107.27
Evaluation Researcher I	16	\$84.78	\$86.48	\$88.21	\$89.97
Research Assistant II	16	\$56.55	\$57.68	\$58.84	\$60.01
Research Assistant I	16	\$49.41	\$50.39	\$51.40	\$52.43
Preparedness Consultant III	16	\$141.31	\$144.14	\$147.02	\$149.96
Preparedness Consultant II	16	\$121.17	\$123.59	\$126.07	\$128.59
Preparedness Consultant I	17	\$97.83	\$99.78	\$101.78	\$103.81
Subject Matter Specialist V	17	\$218.56	\$222.94	\$227.39	\$231.94
Subject Matter Specialist IV	17	\$186.45	\$190.18	\$193.98	\$197.86
Subject Matter Specialist III	17	\$145.13	\$148.03	\$150.99	\$154.01
Subject Matter Specialist II	18	\$126.92	\$129.46	\$132.05	\$134.69
Subject Matter Specialist I	18	\$86.54	\$88.27	\$90.03	\$91.83
Communication Specialist III	18	\$103.80	\$105.87	\$107.99	\$110.15
Communication Specialist II	18	\$71.07	\$72.49	\$73.94	\$75.42
Communication Specialist I	18	\$57.21	\$58.36	\$59.52	\$60.71
Senior SME/Public Health	19	\$220.71	\$225.13	\$229.63	\$234.22
SME/Public Health	19	\$165.56	\$168.87	\$172.24	\$175.69

# Schedule of Prices - Government Site Hourly Rates

<b>Labor Category</b>	<b>Page</b>	<b>Year 12</b> through 7/14/2016	<b>Year 13</b> 7/15/16 - 7/14/17	<b>Year 14</b> 7/15/17 - 7/14/18	<b>Year 15</b> 7/15/18 - 7/14/19
Senior Project Manager	8	\$132.29	\$134.93	\$137.63	\$140.38
Project Manager II	8	\$110.51	\$112.72	\$114.98	\$117.28
Project Manager I	8	\$98.64	\$100.61	\$102.62	\$104.67
Public Health Management Consultant II	8	\$130.10	\$132.71	\$135.36	\$138.07
Public Health Management Consultant I	9	\$105.59	\$107.70	\$109.85	\$112.05
Public Health Program Consultant I	9	\$69.21	\$70.60	\$72.01	\$73.45
Program Analyst III	9	\$95.32	\$97.22	\$99.17	\$101.15
Program Analyst II	9	\$79.61	\$81.20	\$82.82	\$84.48
Program Analyst I	9	\$66.96	\$68.30	\$69.67	\$71.06
Program Consultant III	10	\$86.94	\$88.68	\$90.45	\$92.26
Program Consultant II	10	\$73.46	\$74.93	\$76.43	\$77.95
Program Consultant I	10	\$67.91	\$69.27	\$70.66	\$72.07
Program Coordinator IV	10	\$105.97	\$108.09	\$110.25	\$112.46
Program Coordinator III	10	\$91.94	\$93.78	\$95.66	\$97.57
Program Coordinator II	10	\$76.87	\$78.41	\$79.98	\$81.58
Program Coordinator I	11	\$68.16	\$69.53	\$70.92	\$72.34
Administrative Assistant III	11	\$54.90	\$55.99	\$57.11	\$58.26
Administrative Assistant II	11	\$46.60	\$47.53	\$48.48	\$49.45
Administrative Assistant I	11	\$40.02	\$40.82	\$41.63	\$42.47
Office Clerk	11	\$29.68	\$30.27	\$30.88	\$31.50
Graphics Designer	11	\$73.36	\$74.83	\$76.33	\$77.85
Senior Technical Writer/Editor	12	\$101.37	\$103.40	\$105.46	\$107.57
Technical Writer/Editor	12	\$69.89	\$71.29	\$72.71	\$74.17
Managing Editor	12	\$114.20	\$116.48	\$118.81	\$121.19
Senior Editor	12	\$87.55	\$89.30	\$91.08	\$92.90
Statistician - Level 6	12	\$124.93	\$127.43	\$129.98	\$132.58
Statistician - Level 4	12	\$100.57	\$102.58	\$104.63	\$106.73
Statistician - Level 3	12	\$72.89	\$74.35	\$75.84	\$77.35
Scientist - Level 9	13	\$119.96	\$122.36	\$124.81	\$127.30
Scientist - Level 8	13	\$90.98	\$92.80	\$94.65	\$96.54
Scientist - Level 7	13	\$77.97	\$79.53	\$81.12	\$82.75
Scientist - Level 6	13	\$68.52	\$69.89	\$71.28	\$72.71
Scientist - Level 5	13	\$60.27	\$61.48	\$62.71	\$63.96
Scientist - Level 4	13	\$54.46	\$55.55	\$56.66	\$57.79
Scientist - Level 3	13	\$47.38	\$48.33	\$49.30	\$50.28
Scientist - Level 2	13	\$42.42	\$43.27	\$44.14	\$45.02

# Schedule of Prices - Government Site Hourly Rates

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Scientist - Level 1	13	\$37.47	\$38.22	\$38.99	\$39.77
Analyst/Programmer V	13	\$119.96	\$122.36	\$124.81	\$127.30
Analyst/Programmer IV	13	\$111.87	\$114.11	\$116.39	\$118.72
Analyst/Programmer III	13	\$95.06	\$96.96	\$98.90	\$100.88
Analyst/Programmer II	14	\$81.89	\$83.53	\$85.20	\$86.90
Analyst/Programmer I	14	\$73.70	\$75.17	\$76.68	\$78.21
Data Entry Team Leader	14	\$45.01	\$45.91	\$46.83	\$47.77
Data Entry Clerk I	14	\$38.79	\$39.57	\$40.36	\$41.16
Senior Instructional Designer	14	\$78.36	\$79.93	\$81.53	\$83.16
Instructional Designer	14	\$68.14	\$69.50	\$70.89	\$72.31
Evaluation Researcher V	15	\$162.16	\$165.40	\$168.71	\$172.09
Evaluation Researcher IV	15	\$141.01	\$143.83	\$146.70	\$149.64
Evaluation Researcher III	15	\$85.40	\$87.10	\$88.85	\$90.62
Evaluation Researcher II	15	\$77.86	\$79.42	\$81.01	\$82.63
Evaluation Researcher I	16	\$65.31	\$66.62	\$67.95	\$69.31
Research Assistant II	16	\$43.57	\$44.44	\$45.33	\$46.23
Research Assistant I	16	\$38.06	\$38.82	\$39.60	\$40.39
Preparedness Consultant III	16	\$106.38	\$108.51	\$110.68	\$112.89
Preparedness Consultant II	16	\$93.35	\$95.21	\$97.12	\$99.06
Preparedness Consultant I	17	\$75.35	\$76.86	\$78.39	\$79.96
Subject Matter Specialist V	17	\$218.56	\$222.94	\$227.39	\$231.94
Subject Matter Specialist IV	17	\$186.45	\$190.18	\$193.98	\$197.86
Subject Matter Specialist III	17	\$111.78	\$114.01	\$116.29	\$118.62
Subject Matter Specialist II	18	\$126.92	\$129.46	\$132.05	\$134.69
Subject Matter Specialist I	18	\$86.54	\$88.27	\$90.03	\$91.83
Communication Specialist III	18	\$81.57	\$83.12	\$84.87	\$86.57
Communication Specialist II	18	\$55.85	\$56.97	\$58.11	\$59.27
Communication Specialist I	18	\$44.97	\$45.86	\$46.78	\$47.72
Senior SME/Public Health	19	\$173.46	\$176.93	\$180.47	\$184.08
SME/Public Health	19	\$130.10	\$132.71	\$135.36	\$138.07



# Labor Category Descriptions

**Senior Project Manager:** Manages multiple client projects at diverse locations. Organizes, directs, and coordinates planning and production of all contract support activities. Manages costs, schedule, and quality of multiple projects. Meets with management personnel and Federal client agency representatives. Manages client relationships for teams of consultants and professionals assigned to projects and client-customer program and operator work sites. Formulates, recommends, and reviews strategic plans and deliverable items and ensures conformance with standards. Assigns, schedules, and reviews work of subordinate project managers and professional and support staff. Manages quality inspection and quality assurance activities and oversees project evaluation process.

Education/Experience:     Master's/8 years  
                                      Bachelor's/10 years  
                                      High School/16 years

**Project Manager II:** Manages single or multiple projects/tasks. Manages assigned projects to meet client requirements. Determines project scope with client and manages the design of assigned projects. Responds effectively to meet client's needs. Supports client in business and action planning. Oversees quality inspection and quality assurance activities, conducts project audits and evaluations, and recommends project-level performance standards. Manages projects, projects budgets, schedules, and delivery of services. Manages client relationships for teams of consultants and professionals assigned to projects and client-customer program and operator work sites.

Education/Experience:     Master's/6 years  
                                      Bachelor's/7 years

**Project Manager I:** Manages single or multiple projects/tasks. Manages assigned projects to meet client requirements. Determines project scope with client and manages the design of assigned projects. Responds effectively to meet client's needs. Supports client in business and action planning. Oversees quality inspection and quality assurance activities, conducts project audits and evaluations, and recommends project-level performance standards. Manages projects, projects budgets, schedules, and delivery of services. Manages client relationships for teams of consultants and professionals assigned to projects and client-customer program and operators work sites.

Education/Experience:     Master's/4 years  
                                      Bachelor's/6 years  
                                      High School/10 years

**Public Health Management Consultant II:** Provides consultation, operational, and management advice. Facilitates administrative operations, including project budget development and allocation. Provides guidance and recommendations to improve existing information and tracking systems. Assists with the preparation of position descriptions, including KSAs, job analyses, and related work plans. Assists with various activities associated with awarding extramural funds. Assesses and provides recommendations on organizational, operational, and administrative issues.

Education/Experience:     Master's/12 years  
                                      Bachelor's/15 years

# Labor Category Descriptions

**Public Health Management Consultant I:** Provides consultation, operational, and management support to carry out a broad array of management tasks. Facilitates administrative operations, including project budget development and allocation. Provides guidance and recommendations to improve existing information and tracking systems. Assists with the preparation of position descriptions, including KSAs, job analyses, and related work plans. Assists in the development of plans to implement extramural projects, including assistance in developing continuation packages and drafting program announcements for grants and cooperative agreements; assistance during the objective review process; drafting memorandums of agreement, interagency agreements, cooperative agreements, proposals for contracts and task orders, and other documents needed to carry out intramural and extramural programs.

Education/Experience:     Master's/10 years  
                                      Bachelor's/12 years

**Public Health Program Consultant I:** Enhances the administrative operations of public health programs. Develops, promotes, coordinates, and improves program policies, standards, activities, and opportunities. Supervises, coordinates, and manages several aspects of the program, including staffing, coordinating meetings and committees, budget, and implementation of project activities. Establishes procedures, including State staff training, development of training and support materials, and oversight and evaluation. Coordinate cooperation across government agencies and CIOs and develops partnerships with nonprofit and the private sector.

Education/Experience:     Master's/6 years  
                                      Bachelor's/8 years

**Program Analyst III:** Provides assistance in a broad range of activities designed to assess program management activities and enhance their performance. These include meeting with program management officials; development and implementation of ongoing forums to improve communications among and the effectiveness of managers; and a variety of training activities and other events to respond to specific program management needs. Assists in the development of written materials and presentations. Provides logistical assistance for meetings, conferences, and review panels.

Education/Experience:     Bachelor's/10 years  
                                      High School/14 years

**Program Analyst II:** Provides assistance for the purpose of developing sound procedures and process. Manages all logistical items associated with a meeting or event and the development and implementation of mechanisms to improve coordination and communication. Assists with activities involved with application review, peer reviews of research applications, and the preparation of the funding packages for approved applications. Assists in the development of written materials and presentations.

Education/Experience:     Bachelor's/8 years  
                                      High School/12 years

**Program Analyst I:** Assists in monitoring all incoming correspondence and reports, writing and editing complex technical material for various audiences, and analyzing documents for policy implications. Provides logistical assistance for meetings and conferences.

Education/Experience:     Bachelor's/6 years  
                                      High School/10 years

# Labor Category Descriptions

**Program Consultant III:** Develops and coordinates plans and policies, resources, and mission as well as goals, visions, and expectations of agency or program. Works with internal and external parties to organize the various procedural, technical, fiscal, and administrative systems needed to initiate, run, and conclude program activities. Develops cooperative partnerships with community-based organizations and agencies that will enhance program activities. Assists with the development and management of the program budget. Monitors and evaluates operations, programs, processes, and/or practices for quality and effectiveness. Makes recommendations for improvement.

Education/Experience:     Master's/10 years  
                                    Bachelor's/12 years

**Program Consultant II:** Develops and coordinates plans and policies, resources, and mission as well as goals, visions, and expectations of agency or program. Works with internal and external parties to organize the various components needed to initiate, run, and conclude program activities. Develops cooperative partnerships with community-based organizations and agencies that will enhance the provision of services. Assists with the development of the program budget. Participates in the development of training, program guidance, best practices, and evaluation methods.

Education/Experience:     Master's/8 years  
                                    Bachelor's/10 years

**Program Consultant I:** Develops and coordinates plans and policies, resources, and mission as well as goals, visions, and expectations of agency or program. Works with internal and external parties to organize the various components needed to initiate, run, and conclude program activities. Works with identified partners to enhance and carry out program activities. Assists with the development and management of the program budget. Participates in the development of training, program guidance, best practices, and evaluation methods.

Education/Experience:     Master's/5 years  
                                    Bachelor's/8 years

**Program Coordinator IV:** Develops and implements program policies, procedures, goals, and objectives. Leads research and preparation of a variety of reports on program activities and operations. Gathers statistical data as needed. Analyzes budgets, data, or other documents as needed. Leads program evaluation efforts.

Education/Experience:     Doctorate/5 years  
                                    Master's/10years  
                                    Bachelor's Degree/12years

**Program Coordinator III:** Develops and implements program policies, procedures, goals, and objectives. Assists with research and leads preparation of a variety of reports on program activities and operations. Gathers statistical data as needed or requested. Conducts program evaluation activities.

Education/Experience:     Doctorate/4 years  
                                    Master's/8 years  
                                    Bachelor's/10 years

**Program Coordinator II:** Implements program policies, procedures, goals, and objectives. Prepares and/or assists in the preparation of a variety of reports on program activities and operations. Gathers statistical data as needed or requested. Conducts program evaluation activities.

Education/Experience:     Master's/6 years  
                                    Bachelor's/8 years

# Labor Category Descriptions

**Program Coordinator I:** Assists in the implementation of program policies, procedures, goals, and objectives. Assists in a variety of reports on program activities and operations. Assists with collecting statistical data as needed or requested. Assists with program evaluation activities.

Education/Experience:     Master's/4 years  
                                      Bachelor's/6 years

**Administrative Assistant III:** Performs complex and confidential administrative duties. Compiles reports and prepares agendas and background materials. Maintains databases. Coordinates special projects by developing project plans and schedules. Requires extensive working knowledge of client's practices and procedures. Responsible for handling sensitive situations. Requires a thorough working knowledge of computer applications, including word processing, spreadsheet, database, and presentation software.

Education/Experience:     Associate's/6 years  
                                      High School/9 years

**Administrative Assistant II:** Performs complex and routine administrative and clerical support duties to relieve client of administrative details. Answers routine inquiries and prepares responses to routine correspondence. Designs spreadsheets and maintains databases. Researches and compiles special reports. Requires practical knowledge of computer applications, including word processing, spreadsheet, database, electronic mail, and presentation software.

Education/Experience:     Associate's/1 year  
                                      High School/4 years

**Administrative Assistant I:** Performs administrative and clerical support duties to relieve client of administrative details. Types correspondence, reports, and memos. Maintains computer-based and paper files. Answers and screens telephone calls and opens and distributes mail for unit. Assists in researching and compiling special reports. Schedules and maintains calendar of appointments, meetings, and travel itineraries. Resolves routine questions and problems. Requires basic knowledge of computer software applications. Requires standard typing/word processing and language skills.

Education/Experience:     High School/2 years

**Office Clerk:** Types correspondence, reports, and memos. Maintains computer-based and paper files. Answers and screens telephone calls and opens and distributes mail for unit. Schedules and maintains calendar of appointments, meetings, and travel itineraries. Requires standard typing/word processing and language skills.

Education/Experience:     High School/0 years

**Graphics Designer:** Designs art and copy layout material to be presented visually in magazines, books, and newspapers; on product packaging; via television, computer monitor, Web site and CD-ROM; and by other visual communication media. Plans presentations that typically include illustrations, photographs, and text. Selects styles and sizes of type. Draws or prepares samples of proposed designs. Prepares illustrations and rough sketches. Develops style sheets, logo type, and graphic standards for printed and published materials. Prepares series of drawings to illustrate sequence and timing of story development for video or computer presentation. Prepares notes and instructions for desktop publishing workers who assemble layouts for printing. Designs and produces pages for Web site. Reviews final layout and recommends improvements as necessary.

Education/Experience:     Bachelor's/5 years  
                                      High School/9 years

# Labor Category Descriptions

**Senior Technical Writer/Editor:** Supervises and manages writing assignments, performs final edits, and approves the final written product. Authors complex writing assignments. Writes/rewrites, summarizes, and edits technical materials, including planning, operations, and maintenance manuals and other technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic elements, and mechanical layout of camera-ready copy.

Education/Experience: Bachelor's/10 years  
High School/15 years

**Technical Writer/Editor:** Researches, writes/rewrites, summarizes, and edits technical material, including operations and maintenance manuals and technical publications. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution. Prepares original text based on technical data provided. Writes analytical, interpretive, documentary, and promotional copy. Approves graphic design, organization of text and graphic materials, and mechanical layout of camera-ready copy.

Education/Experience: Bachelor's/9 years  
High School/5 years

**Managing Editor:** Responsible for editorial content of books, journals, or magazines, including the composition, design, and graphics requirements. Responsible for manuscript selection, preparation, and production in accordance with style specifications and quality standards. Manages and coordinates activities of the editorial and production staff.

Education/Experience: Bachelor's/8 years  
High School/12 years

**Senior Editor:** Reads and evaluates complex or specialized manuscripts, technical and scientific articles, and papers to determine the extent of editorial problems and shortcomings. Participates in the development of theme and content. Writes or supervises the writing of articles, stories, editorials, headlines, and captions. Supervises copy editors, editorial assistants, production editors, and designers. Requires extensive editing experience. Requires subject matter expertise.

Education/Experience: Bachelor's/6 years  
High School/10 years

**Statistician Levels 6, 4, and 3:** Determines the mathematical principles involved and the most efficient methodology for solutions of problems. Acts as an advisor or consultant on application of mathematical analysis to scientific and engineering problems. Performs research to discover new or improved methods of application of mathematical theory or analysis to new or unexplored areas of scientific investigation. Gathers and analyzes collected information according to established statistical methods. Prepares reports, charts, tables, and other visual aids.

Education/Experience: **Level 6:** Advanced Degree or Doctorate/10 years  
**Level 4:** Bachelor's/8 years  
**Level 3:** Bachelor's/5 years

# Labor Category Descriptions

**Scientist Levels 9, 8, 7, 6, 5, 4, 3, 2, and 1:** Has recognized scientific expertise in the public health arena, specifically in assessing and understanding public health issues and/or risks. Includes but is not limited to scientists in the field of immunology, toxicology, epidemiology, microbiology, biology, and biostatistics. Must have demonstrated indepth knowledge of specific field of expertise. Must have knowledge and direct experience with the application of procedures and with test and evaluation operational requirements relative to specific field of expertise.

Education/Experience:      **Level 9:** Advanced Degree or Doctorate/5 years  
   **Level 8:** Advanced Degree or Doctorate/2 years  
   **Level 7:** Advanced Degree or Doctorate/0  
   **Level 6:** Master's/5 years  
   **Level 5:** Master's/3 years  
   **Level 4:** Master's/1 year  
   **Level 3:** Master's/0  
   **Level 2:** Bachelor's/1 year  
   **Level 1:** Bachelor's/0

**Analyst/Programmer V:** As a top-level technical expert, acts as a project team leader in the design and development of a complex enterprise-wide business systems. Consults with users to formulate and develop program objectives. Evaluates equipment capacities and limitations, operating time, cost and time requirements, and compatibility with existing systems to solve complex problems. Responsible for quality assurance and improvement review and directing and monitoring the work of team members. Has expert technical knowledge in all phases of applications systems.

Education/Experience:      Master's/10 years  
   Bachelor's/12 years

**Analyst/Programmer IV:** As a high-level technical expert, consults with users to formulate and develop program objectives. Evaluates equipment capacity and limitations, operating time, cost and time requirements, and compatibility with existing systems to solve complex problems. Defines steps required for program development and works on all phases of program. Writes program documentation and operation guidelines. Has advanced knowledge of programming techniques, operating systems, and platform capabilities.

Education/Experience:      Master's/8 years  
   Bachelor's/10 years  
   High School/12 years

**Analyst/Programmer III:** Formulates, designs, and implements complex business, financial, and accounting management information systems. Determines system scope and objectives. Evaluates equipment capacity and limitations, operating time, cost and time requirements, and compatibility with existing systems to solve complex problems. Analyzes and revises existing system logic difficulties and documentation. Determines detailed program specifications and works on all phases of program.

Education/Experience:      Bachelor's/6 years  
   High School/10 years

# Labor Category Descriptions

**Analyst/Programmer II:** Defines system scope and objectives through research and fact-finding. Plans, develops, and tests complex information systems and computer programs. Prepares detailed specifications from which programs are written. Designs, codes, tests, debugs, documents, and maintains computer programs. Prepares user documentation and materials. Has knowledge of current programming languages.

Education/Experience: Bachelor's/4 years  
High School/8 years

**Analyst/Programmer I:** Assists in researching and fact-finding to develop or modify information systems and computer programs. Meets with users to identify problems and document specific needs and requirements. Assists in preparing detailed flowcharts. Designs, codes, tests, and debugs documents and maintains computer programs. Has knowledge of current programming languages

Education/Experience: Bachelor's/2 years  
High School/6 years

**Data Entry Team Leader:** Supervises other data entry clerks to ensure that all tasks will be completed on time. Assigns and reviews data entry files of entire team. Transfers data from electronic and hard-copy files into client's application by means of typing and copying/pasting. Requires some knowledge of computer software.

Education/Experience: High School/4 years

**Data Entry Clerk I:** Transfers data from electronic and hard-copy files into client's application by means of typing and copying/pasting. Requires some knowledge of computer software application.

Education/Experience: High School/2 years

**Senior Instructional Designer:** Designs, develops, executes, and maintains training programs. Conducts needs assessments and analyzes resulting data for best learning outcomes. Develops processes to deliver training, evaluate the training process, and implement procedures to improve the training process. Conducts research to ensure that content is thorough, relevant, accurate, and current. Designs, edits and maintains curriculum for training/learning sessions. Converts technical information into user-friendly instructional and communication material. Selects appropriate instructional procedures or methods. Develops and maintains reference tools. Continually assesses and monitors all training products to determine effectiveness. Designs cost-effective strategies for developing and delivering training.

Education/Experience: Master's/8 years  
Bachelor's/10 years

**Instructional Designer:** Develops functional training materials and course curricula. Conducts research to ensure that content is thorough, relevant, accurate, and current. Designs, edits and maintains curriculum for training/learning sessions. Converts technical information into user-friendly instructional and communication material. Selects appropriate instructional procedures or methods. Develops and maintains reference tools. Continually assesses and monitors all training products to determine effectiveness. Designs cost-effective strategies for developing and delivering training.

Education/Experience: Master's/5 years  
Bachelor's/8 years



# Labor Category Descriptions

**Evaluation Researcher V:** Directs the design, coordination, and delivery of formative research and program evaluation, including technical assistance to local, State, and Federal agencies and private foundations. Provides lead technical assistance on program evaluation, including development of questions, study design, sampling, instrument development, data collection procedures, data analyses, and report preparation. Provides technical leadership in the use of quantitative and qualitative methods and participatory approaches. Provides strategic planning assistance to clients and donors. Leads collaboration with partner organizations. Serves as in-house technical expert on social science research and evaluation issues, such as research design, methodological and research protocols, instrument design, data collection planning, research task analysis, research budgeting, research site selection, and data processing and analysis constraints.

Education/Experience:     Doctorate/5 years  
                                      Master's/12 years  
                                      Bachelor's/15 years

**Evaluation Researcher IV:** Conducts the design, coordination, and delivery of formative research and program evaluation. Provides technical assistance on program evaluation, including development of questions, study design, sampling, instrument development, data collection procedures, data analyses, and report preparation. Provides technical leadership in the use of quantitative and qualitative methods and participatory approaches. Provides strategic planning assistance to clients and donors. Serves as in-house technical expert on social science research and evaluation issues, such as research design, methodological and research protocols, instrument design, data collection planning, research task analysis, research budgeting, research site selection, and data processing and analysis constraints.

Education/Experience:     Doctorate/3 years  
                                      Master's/10 years  
                                      Bachelor's/12 years

**Evaluation Researcher III:** Designs and directs formative research projects for intervention design and program evaluation research. Assists in the development of questions, study design, sampling, instrument development, data collection procedures, data analyses, and report preparation. Collects and manages data. Leads qualitative and quantitative analyses of data. Provides technical assistance and training in applied research theories, research methodology, and program evaluation. Provides technical research support for the production of technical assistance materials, training manuals, and policy documents. Prepares technical reports for clients and donors.

Education/Experience:     Doctorate/1 year  
                                      Master's/8 years  
                                      Bachelor's/10 years

**Evaluation Researcher II:** Assists with the design and implementation of formative research projects for intervention design and program evaluation research. Assists in the development of questions, study design, sampling, instrument development, data collection procedures, data analyses, and report preparation. Collects and manages data. Conducts qualitative and quantitative analyses of data. Provides technical assistance and training in applied research theories, research methodology, and program evaluation. Provides technical research support for the production of technical assistance materials, training manuals, and policy documents. Assists with preparing technical reports for clients and donors.

Education/Experience:     Master's/6 years  
                                      Bachelor's/8 years



# Labor Category Descriptions

**Evaluation Researcher I:** Assists with designing and implementing research for planning and evaluating. May design and conduct quantitative and qualitative research and evaluation on the application of behavior theory, communication, and social marketing to promote behavior change. Develops data collection instruments and protocols for quantitative research. Determines appropriate sampling procedures and specifies sampling plans. Conducts data analysis. Develops and monitors multisite assessments. Prepares technical materials, training manuals, and research and evaluation reports.

Education/Experience:     Master's/3 years  
                                    Bachelor's/6 years

**Research Assistant II:** Provides technical and operational assistance on evaluation studies. Collaborates on survey development and construction. Monitors data collection and manages onsite data collection contractors. Conducts content analyses of focus group discussions and open-ended interview questions. Interprets survey data and produces data tables, charts, and illustrations for technical reports, presentation materials, and scholarly articles. Collaborates on technical report production and literature reviews. Manages project files and retrieval systems.

Education/Experience:     Bachelor's/2 years  
                                    High School/6 years

**Research Assistant I:** Provides technical and operational support on evaluation studies. Assists with survey development and construction. Supports data collection and works with onsite data collection contractors. Assists in content analyses of focus group discussions and open-ended interview questions. Assists with interpreting survey data. Produces data tables, charts, and illustrations for technical reports, presentation materials, and scholarly articles. Assists with technical report production and conducting literature reviews.

Education/Experience:     Bachelor's/0 years  
                                    High School/2 years

**Preparedness Consultant III:** Provides advice and consultation on the development of emergency preparedness plans and policies. Leads the design and delivery of trainings to client staff and first-line responders. Leads the development and implementation of drills and exercises to ensure readiness of client and Federal, State, and local agencies to implement emergency response plans. Assesses the effectiveness of emergency procedures and provides advice on improvements. Leads the development of reports and performance indicators. Provides advice on policies and procedures and regulatory policies that impact emergency preparedness. Leads the design and implementation of evaluations of preparedness programs and activities. Leads additional preparedness activities as needed.

Education/Experience:     Doctorate/6 years  
                                    Master's/10 years  
                                    Bachelor's/12 years  
                                    High School/15 years

**Preparedness Consultant II:** Provides technical assistance and consultation for the development of emergency preparedness plans and policies. Designs and conducts trainings of client staff and first-line responders. Implements drills and exercises to ensure readiness of client and Federal, State, and local agencies to implement emergency response plans. Assesses the effectiveness of emergency procedures and provides advice on improvements. Develops reports and performance indicators. Provides input on policies and procedures and regulatory policies that impact emergency preparedness. Designs and implements evaluations of preparedness programs and activities.

Education/Experience:     Doctorate/3 years  
                                    Master's/6 years  
                                    Bachelor's/8 years  
                                    High School/10 years

# Labor Category Descriptions

**Preparedness Consultant I:** Provides technical assistance and consultation on the development of emergency preparedness plans and policies. Delivers trainings to client staff and first-line responders and with implementing drills and exercises to ensure readiness of client and Federal, State, and local agencies to implement emergency response plans. Assesses the effectiveness of emergency procedures and provides advice on improvements. Develops reports and performance indicators. Provides input on policies and procedures and regulatory policies that impact emergency preparedness. Assists with additional preparedness activities as needed.

Education/Experience:     Doctorate/1 year  
                                      Master's/4 years  
                                      Bachelor's/6 years  
                                      High School/8 years

**Subject Matter Specialist V:** Recognized expert in field or discipline. Must have demonstrated and documented academic and practical indepth knowledge of specific field of expertise. Is knowledgeable and has direct experience with the procedures and/or processes, as well as test and evaluation operational requirements, relative to specific field of expertise. Provides subject matter expertise, executive guidance, and technical direction and implementation planning in support of client program initiatives. Participates in the review of laws, policies, and guidelines that have an effect on procedures and planning.

Education/Experience:     Advanced Degree/12 years  
                                      Master's/15 years  
                                      Bachelor's/18 years  
                                      High School/20 years

**Subject Matter Specialist IV:** Recognized expert in field or discipline. Must have demonstrated and documented academic and practical indepth knowledge of specific field of expertise. Is knowledgeable and has direct experience with the procedures and/or processes, as well as test and evaluation operational requirements, relative to specific field of expertise. Provides subject matter expertise, executive guidance, and technical direction and implementation planning in support of client program initiatives. Participates in the review of laws, policies, and guidelines that have an effect on procedures and planning.

Education/Experience:     Advanced Degree/10 years  
                                      Master's/12 years  
                                      Bachelor's/15 years  
                                      High School/18 years

**Subject Matter Specialist III:** Recognized expert in field or discipline. Must have demonstrated and documented academic and practical indepth knowledge of specific field of expertise. Is knowledgeable and has experience with the procedures and/or processes, as well as test and evaluation operational requirements, relative to specific field of expertise. Provides subject matter expertise, executive guidance, and technical direction and implementation planning in support of client program initiatives. Participates in the review of laws, policies, and guidelines that have an effect on procedures and planning.

Education/Experience:     Advanced Degree/8 years  
                                      Master's/10 years  
                                      Bachelor's/12 years  
                                      High School/15 years

# Labor Category Descriptions

**Subject Matter Specialist II:** Recognized expert in field or discipline. Must have demonstrated and documented academic and practical indepth knowledge of specific field of expertise. Is knowledgeable and has experience with the procedures and/or processes, as well as test and evaluation operational requirements, relative to specific field of expertise. Provides subject matter expertise, guidance, and direction and implementation planning in support of client program initiatives. May participate in the review of laws, policies, and guidelines that have an effect on procedures and planning.

Education/Experience:      Advanced Degree/5 years  
   Master's/8 years  
   Bachelor's/10 years  
   High School/12 years

**Subject Matter Specialist I:** Recognized expert in field or discipline. Has demonstrated and documented academic and practical indepth knowledge of specific field of expertise. Is knowledgeable and has experience with the procedures and/or processes, as well as test and evaluation operational requirements, relative to specific field of expertise. Provides subject matter expertise in support of client program initiatives.

Education/Experience:      Advanced Degree/2 years  
   Master's/5 years  
   Bachelor's/8 years  
   High School/10 years

**Communication Specialist III:** Updates, develops, and obtains necessary clearances for new content for Web site and other informational materials. Review documents from within and outside the branch for appropriateness, tone, and consistency of message and grammar. Responds to public inquiries via telephone, e-mail or U.S. mail. Develops informational materials such as factsheets and question and answer sheets for issues as they arise. Requires excellent written communication skills.

Education/Experience:      Master's/6 years  
   Bachelor's/8 years

**Communication Specialist II:** Provides a variety of functions related to communication activities to raise awareness of issues and improve dissemination of informational materials to the public and policymakers. Assists in obtaining the necessary clearance for communication activities. Develops materials for dissemination. Prepares presentation materials for meetings and conferences. Maintains mailing list for dissemination of materials. Assists in the development of issue-related reports and materials.

Education/Experience:      Master's/3 years  
   Bachelor's/5 years

**Communication Specialist I:** Provides assistance in writing and editing reports, factsheets, manuscripts, and presentations. Assists with the dissemination of informational materials to interested government parties and the public. Assists with responding to public inquiries. Assists with maintaining and updating Web site materials. Requires excellent written communication skills.

Education/Experience:      Bachelor's/2 years

# Labor Category Descriptions

**Senior Subject Matter Expert/Public Health:** Recognized expert in field or discipline. Must have demonstrated indepth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures and with the test and evaluation of operational requirements relative to specific field of expertise. Expert with scientific, medical, and public health disciplines, including but not limited to epidemiology, veterinary science, pathology, preventive medicine, international health, medical doctors, engineering (industrial, chemical, environmental, electrical), emergency technicians, environmental health, microbiology, biochemistry, and chemistry.

Education/Experience:      Advanced Degree or Doctorate/15 years  
   Master's/20 years  
   Bachelor's/25 years

**Subject Matter Expert/Public Health:** Recognized expert in field or discipline. Must have demonstrated indepth knowledge of specific field of expertise. Has knowledge and direct experience with the application of procedures and with the test and evaluation of operational requirements relative to a specific field of expertise. Expert with scientific, medical, and public health disciplines, including but not limited to epidemiology, veterinary science, pathology, preventive medicine, international health, medical doctors, engineering (industrial, chemical, environmental, electrical), emergency technicians, environmental health, microbiology, biochemistry, and chemistry.

Education/Experience:      Advanced Degree or Doctorate/10 years  
   Master's/15 years  
   Bachelor's/20 years





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