



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



# McKing

## Consulting Corporation

# Professional Services Schedule

Contract Number: 47QRAA20D003W

Industrial Group: 00CORP

Period Covered by Contract: December 31, 2019 - December 30, 2024

Business Size: Large Business

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>.

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# Schedule Information

## **Mission Oriented Business Integrated Services (MOBIS)**

PSS SIN: 541611  
PSS Recovery SIN: 541611RC  
Contract No. 47QRAA20D003W

## **Financial and Business Solutions (FABS)**

PSS SIN: 541219, 541611  
PSS Recovery SIN: 541219RC, 541611RC  
Contract No. 47QRAA20D003W

## **Information Technology Services (IT)**

PSS SIN: 54151S  
PSS Recovery SIN: 54151S  
Contract No. 47QRAA20D003W

\*NOTE – SIN 54151S cannot be used as a “stand alone” SIN.  
It can only be used for ancillary services under McKing’s MOBIS or FABS SINS.

The Service Contract Labor Standards (SCLS) is applicable to this contract and as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CRF 5413.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the Contractor adds SCLS labor categories/employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.

# Customer Information

- 1a. **Table of awarded Special Item Numbers (SINs):**  
 MOBIS: 541611 (Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services)  
 FABS: 541219 (Budget and Financial Management Services) and 541611 (Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services)  
 IT: 54151S (Information Technology Professional 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:** Worldwide
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

	Threshold Amount	Additional Discount
Tier 1	\$1,000,000.00 - \$3,000,000.00	1.00%
Tier 2	\$3,000,000.00 and above	1.75%

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. 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 Order

- 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), are found in Federal Acquisition Regulation (FAR) 8.405-3
14. **Payment address:** Same as contractor/Corporate Headquarters
15. **Warranty provision:** Contractor standard commercial warranty
16. **Export packing charges:** N/A
17. **Terms and conditions of government credit card acceptance:** Contact Contractor
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:** N/A
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
27. **Final Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%

# McKing Consulting Corporation Profile

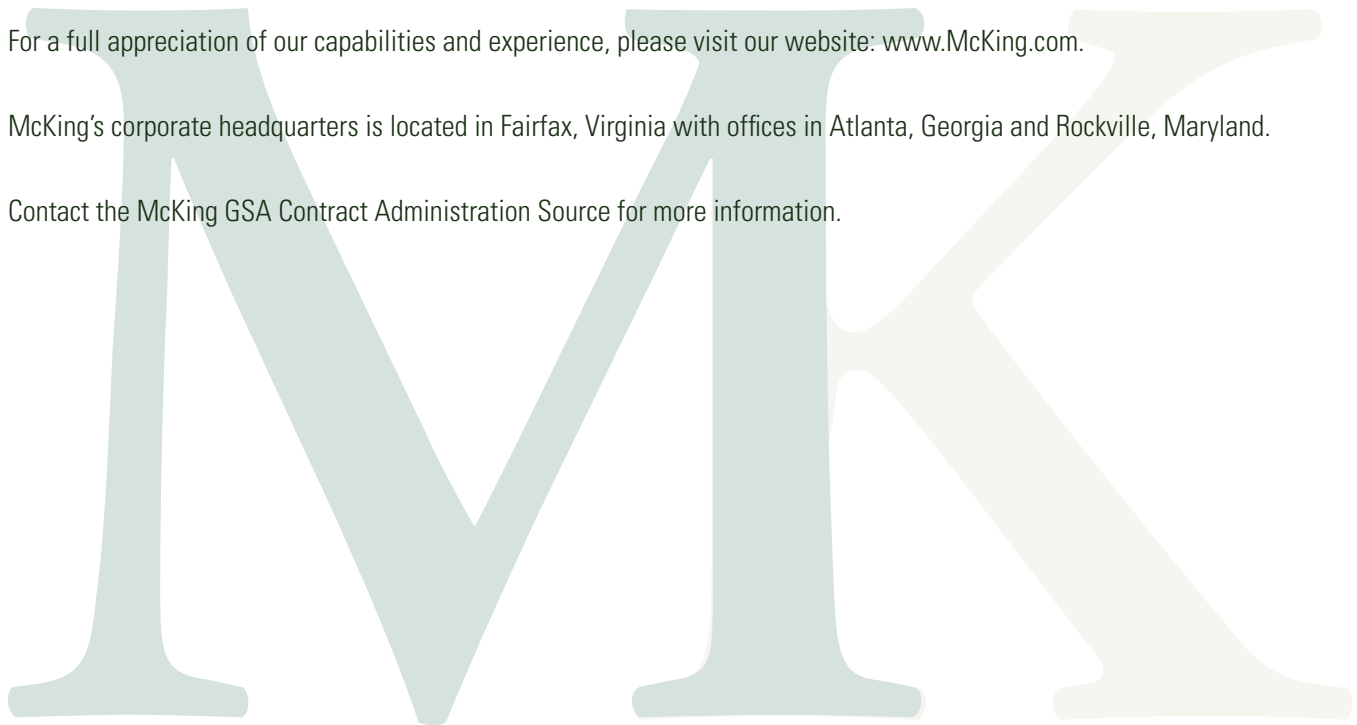
McKing Consulting Corporation is a large veteran-owned, full-service professional consulting firm specializing in public health and management consulting. Our experience with U.S. government and private sector organizations, business rapport, and complementary skills, enable us to deliver top-quality 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.



# 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.

# SINs 541611 Schedule of Prices

## McKing Site Hourly Rates

Labor Category	Page	Year 1	Year 2	Year 3	Year 4	Year 5
		12/31/19 - 12/30/20	12/31/20 - 12/30/21	12/31/21 - 12/30/22	12/31/22 - 12/30/23	12/31/23 - 12/30/24
Senior Project Manager	11	\$180.26	\$184.40	\$188.64	\$192.98	\$197.42
Project Manager II	11	\$152.19	\$155.69	\$159.27	\$162.93	\$166.68
Project Manager I	11	\$135.83	\$138.95	\$142.15	\$145.42	\$148.76
Public Health Management Consultant II	11	\$179.20	\$183.32	\$187.54	\$191.85	\$196.26
Public Health Management Consultant I	12	\$145.43	\$148.77	\$152.20	\$155.70	\$159.28
Public Health Program Consultant I	12	\$95.34	\$97.53	\$99.78	\$102.07	\$104.42
Program Analyst III	12	\$131.28	\$134.30	\$137.39	\$140.55	\$143.78
Program Analyst II	12	\$109.64	\$112.16	\$114.74	\$117.38	\$120.08
Program Analyst I	12	\$92.23	\$94.35	\$96.52	\$98.74	\$101.01
Program Consultant III	13	\$122.19	\$125.00	\$127.88	\$130.82	\$133.83
Program Consultant II	13	\$103.23	\$105.60	\$108.03	\$110.52	\$113.06
Program Consultant I	13	\$95.44	\$97.64	\$99.88	\$102.18	\$104.53
Program Coordinator IV	13	\$147.34	\$150.73	\$154.19	\$157.74	\$161.37
Program Coordinator III	13	\$127.84	\$130.78	\$133.79	\$136.87	\$140.01
Program Coordinator II	13	\$106.84	\$109.30	\$111.81	\$114.39	\$117.02
Program Coordinator I	14	\$94.75	\$96.93	\$99.16	\$101.44	\$103.78
Administrative Assistant III	14	\$75.60	\$77.34	\$79.12	\$80.94	\$82.80
Administrative Assistant II	14	\$64.17	\$65.65	\$67.16	\$68.70	\$70.28
Administrative Assistant I	14	\$55.11	\$56.38	\$57.67	\$59.00	\$60.36
Office Clerk	14	\$40.88	\$41.82	\$42.78	\$43.77	\$44.77
Graphics Designer	14	\$99.96	\$102.25	\$104.61	\$107.01	\$109.47
Senior Technical Writer/Editor	15	\$139.61	\$142.82	\$146.11	\$149.47	\$152.90
Technical Writer/Editor	15	\$96.26	\$98.47	\$100.74	\$103.06	\$105.43
Managing Editor	15	\$157.28	\$160.90	\$164.60	\$168.38	\$172.26
Senior Editor	15	\$120.57	\$123.34	\$126.18	\$129.08	\$132.05
Statistician - Level 6	15	\$172.05	\$176.01	\$180.06	\$184.20	\$188.43
Statistician - Level 4	15	\$138.52	\$141.71	\$144.97	\$148.30	\$151.71
Statistician - Level 3	15	\$100.39	\$102.70	\$105.06	\$107.48	\$109.95
Scientist - Level 9	16	\$165.21	\$169.01	\$172.90	\$176.87	\$180.94
Scientist - Level 8	16	\$125.31	\$128.19	\$131.14	\$134.16	\$137.24
Scientist - Level 7	16	\$107.39	\$109.86	\$112.39	\$114.97	\$117.62
Scientist - Level 6	16	\$94.37	\$96.54	\$98.76	\$101.03	\$103.36
Scientist - Level 5	16	\$83.00	\$84.91	\$86.86	\$88.86	\$90.90
Scientist - Level 4	16	\$75.00	\$76.73	\$78.49	\$80.29	\$82.14
Scientist - Level 3	16	\$65.27	\$66.77	\$68.31	\$69.88	\$71.49
Scientist - Level 2	16	\$58.43	\$59.77	\$61.15	\$62.56	\$63.99

# SINs 541611 Schedule of Prices

## McKing Site Hourly Rates

Labor Category	Page	Year 1	Year 2	Year 3	Year 4	Year 5
		12/31/19 - 12/30/20	12/31/20 - 12/30/21	12/31/21 - 12/30/22	12/31/22 - 12/30/23	12/31/23 - 12/30/24
Scientist - Level 1	16	\$51.62	\$52.81	\$54.02	\$55.26	\$56.54
Analyst/Programmer V	16	\$165.21	\$169.01	\$172.90	\$176.87	\$180.94
Analyst/Programmer IV	16	\$154.08	\$157.62	\$161.25	\$164.96	\$168.75
Analyst/Programmer III	16	\$130.92	\$133.93	\$137.01	\$140.16	\$143.39
Analyst/Programmer II	17	\$112.78	\$115.37	\$118.03	\$120.74	\$123.52
Analyst/Programmer I	17	\$101.51	\$103.84	\$106.23	\$108.68	\$111.18
Data Entry Team Leader	17	\$61.99	\$63.42	\$64.87	\$66.37	\$67.89
Data Entry Clerk I	17	\$53.43	\$54.66	\$55.92	\$57.20	\$58.52
Senior Instructional Designer	17	\$110.13	\$112.66	\$115.25	\$117.91	\$120.62
Instructional Designer	17	\$95.76	\$97.96	\$100.22	\$102.52	\$104.88
Evaluation Researcher V	18	\$173.65	\$177.64	\$181.73	\$185.91	\$190.18
Evaluation Researcher IV	18	\$152.63	\$156.14	\$159.73	\$163.41	\$167.16
Evaluation Researcher III	18	\$120.02	\$122.78	\$125.60	\$128.49	\$131.45
Evaluation Researcher II	18	\$109.42	\$111.94	\$114.51	\$117.14	\$119.84
Evaluation Researcher I	19	\$91.77	\$93.88	\$96.04	\$98.25	\$100.51
Research Assistant II	19	\$61.21	\$62.62	\$64.06	\$65.53	\$67.04
Research Assistant I	19	\$53.48	\$54.71	\$55.97	\$57.26	\$58.57
Preparedness Consultant III	19	\$152.96	\$156.48	\$160.08	\$163.76	\$167.53
Preparedness Consultant II	19	\$131.16	\$134.18	\$137.26	\$140.42	\$143.65
Preparedness Consultant I	20	\$105.89	\$108.33	\$110.82	\$113.37	\$115.97
Subject Matter Specialist V	20	\$234.04	\$239.42	\$244.93	\$250.56	\$256.33
Subject Matter Specialist IV	20	\$199.65	\$204.24	\$208.94	\$213.75	\$218.66
Subject Matter Specialist III	20	\$157.09	\$160.70	\$164.40	\$168.18	\$172.05
Subject Matter Specialist II	21	\$137.38	\$140.54	\$143.77	\$147.08	\$150.46
Subject Matter Specialist I	21	\$93.67	\$95.82	\$98.03	\$100.28	\$102.59
Communication Specialist III	21	\$112.35	\$114.93	\$117.58	\$120.28	\$123.05
Communication Specialist II	21	\$76.93	\$78.70	\$80.51	\$82.36	\$84.26
Communication Specialist I	21	\$61.92	\$63.34	\$64.80	\$66.29	\$67.82
Senior SME/Public Health	22	\$238.90	\$244.39	\$250.02	\$255.77	\$261.65
SME/Public Health	22	\$179.20	\$183.32	\$187.54	\$191.85	\$196.26



# SINs 541611 Schedule of Prices

## Government Site Hourly Rates

Labor Category	Page	Year 1	Year 2	Year 3	Year 4	Year 5
		12/31/19 - 12/30/20	12/31/20 - 12/30/21	12/31/21 - 12/30/22	12/31/22 - 12/30/23	12/31/23 - 12/30/24
Senior Project Manager	11	\$143.19	\$146.48	\$149.85	\$153.30	\$156.82
Project Manager II	11	\$119.63	\$122.38	\$125.20	\$128.08	\$131.02
Project Manager I	11	\$106.76	\$109.22	\$111.73	\$114.30	\$116.93
Public Health Management Consultant II	11	\$140.83	\$144.07	\$147.38	\$150.77	\$154.24
Public Health Management Consultant I	12	\$114.29	\$116.92	\$119.61	\$122.36	\$125.17
Public Health Program Consultant I	12	\$74.92	\$76.64	\$78.41	\$80.21	\$82.05
Program Analyst III	12	\$103.17	\$105.54	\$107.97	\$110.45	\$112.99
Program Analyst II	12	\$86.17	\$88.15	\$90.18	\$92.25	\$94.38
Program Analyst I	12	\$72.48	\$74.15	\$75.85	\$77.60	\$79.38
Program Consultant III	13	\$94.11	\$96.27	\$98.49	\$100.75	\$103.07
Program Consultant II	13	\$79.51	\$81.34	\$83.21	\$85.12	\$87.08
Program Consultant I	13	\$73.51	\$75.20	\$76.93	\$78.70	\$80.51
Program Coordinator IV	13	\$114.71	\$117.35	\$120.05	\$122.81	\$125.63
Program Coordinator III	13	\$99.52	\$101.81	\$104.15	\$106.55	\$109.00
Program Coordinator II	13	\$83.21	\$85.12	\$87.08	\$89.08	\$91.13
Program Coordinator I	14	\$73.79	\$75.49	\$77.22	\$79.00	\$80.82
Administrative Assistant III	14	\$59.43	\$60.80	\$62.20	\$63.63	\$65.09
Administrative Assistant II	14	\$50.44	\$51.60	\$52.79	\$54.00	\$55.24
Administrative Assistant I	14	\$43.32	\$44.32	\$45.34	\$46.38	\$47.45
Office Clerk	14	\$32.13	\$32.87	\$33.62	\$34.40	\$35.19
Graphics Designer	14	\$79.41	\$81.24	\$83.10	\$85.02	\$86.97
Senior Technical Writer/Editor	15	\$109.72	\$112.24	\$114.83	\$117.47	\$120.17
Technical Writer/Editor	15	\$75.65	\$77.39	\$79.17	\$80.99	\$82.85
Managing Editor	15	\$123.61	\$126.45	\$129.36	\$132.34	\$135.38
Senior Editor	15	\$94.76	\$96.94	\$99.17	\$101.45	\$103.78
Statistician - Level 6	15	\$135.23	\$138.34	\$141.52	\$144.78	\$148.11
Statistician - Level 4	15	\$108.86	\$111.36	\$113.93	\$116.55	\$119.23
Statistician - Level 3	15	\$78.90	\$80.71	\$82.57	\$84.47	\$86.41
Scientist - Level 9	16	\$129.85	\$132.84	\$135.89	\$139.02	\$142.21
Scientist - Level 8	16	\$98.47	\$100.73	\$103.05	\$105.42	\$107.85
Scientist - Level 7	16	\$84.41	\$86.35	\$88.34	\$90.37	\$92.45
Scientist - Level 6	16	\$74.16	\$75.87	\$77.61	\$79.40	\$81.22
Scientist - Level 5	16	\$65.24	\$66.74	\$68.28	\$69.85	\$71.45
Scientist - Level 4	16	\$58.95	\$60.31	\$61.69	\$63.11	\$64.56
Scientist - Level 3	16	\$51.29	\$52.47	\$53.68	\$54.91	\$56.17
Scientist - Level 2	16	\$45.92	\$46.98	\$48.06	\$49.16	\$50.29

# SINs 541611 Schedule of Prices

## Government Site Hourly Rates

Labor Category	Page	Year 1	Year 2	Year 3	Year 4	Year 5
		12/31/19 - 12/30/20	12/31/20 - 12/30/21	12/31/21 - 12/30/22	12/31/22 - 12/30/23	12/31/23 - 12/30/24
Scientist - Level 1	16	\$40.57	\$41.50	\$42.46	\$43.43	\$44.43
Analyst/Programmer V	16	\$129.85	\$132.84	\$135.89	\$139.02	\$142.21
Analyst/Programmer IV	16	\$121.09	\$123.88	\$126.72	\$129.64	\$132.62
Analyst/Programmer III	16	\$102.90	\$105.27	\$107.69	\$110.16	\$112.70
Analyst/Programmer II	17	\$88.64	\$90.68	\$92.76	\$94.90	\$97.08
Analyst/Programmer I	17	\$79.77	\$81.60	\$83.48	\$85.40	\$87.37
Data Entry Team Leader	17	\$48.73	\$49.85	\$51.00	\$52.17	\$53.37
Data Entry Clerk I	17	\$41.98	\$42.95	\$43.93	\$44.94	\$45.98
Senior Instructional Designer	17	\$84.82	\$86.77	\$88.77	\$90.81	\$92.90
Instructional Designer	17	\$73.76	\$75.46	\$77.19	\$78.97	\$80.78
Evaluation Researcher V	18	\$173.65	\$177.64	\$181.73	\$185.91	\$190.18
Evaluation Researcher IV	18	\$152.63	\$156.14	\$159.73	\$163.41	\$167.16
Evaluation Researcher III	18	\$92.43	\$94.56	\$96.73	\$98.96	\$101.23
Evaluation Researcher II	18	\$84.28	\$86.22	\$88.20	\$90.23	\$92.31
Evaluation Researcher I	19	\$70.70	\$72.33	\$73.99	\$75.69	\$77.43
Research Assistant II	19	\$47.15	\$48.23	\$49.34	\$50.48	\$51.64
Research Assistant I	19	\$41.20	\$42.15	\$43.12	\$44.11	\$45.12
Preparedness Consultant III	19	\$115.15	\$117.80	\$120.51	\$123.28	\$126.11
Preparedness Consultant II	19	\$101.04	\$103.36	\$105.74	\$108.17	\$110.66
Preparedness Consultant I	20	\$81.56	\$83.44	\$85.35	\$87.32	\$89.33
Subject Matter Specialist V	20	\$234.04	\$239.42	\$244.93	\$250.56	\$256.33
Subject Matter Specialist IV	20	\$199.65	\$204.24	\$208.94	\$213.75	\$218.66
Subject Matter Specialist III	20	\$120.99	\$123.77	\$126.62	\$129.53	\$132.51
Subject Matter Specialist II	21	\$137.38	\$140.54	\$143.77	\$147.08	\$150.46
Subject Matter Specialist I	21	\$93.67	\$95.82	\$98.03	\$100.28	\$102.59
Communication Specialist III	21	\$88.30	\$90.33	\$92.41	\$94.53	\$96.71
Communication Specialist II	21	\$60.46	\$61.85	\$63.27	\$64.73	\$66.22
Communication Specialist I	21	\$48.67	\$49.79	\$50.93	\$52.11	\$53.30
Senior SME/Public Health	22	\$187.76	\$192.08	\$196.50	\$201.02	\$205.64
SME/Public Health	22	\$140.83	\$144.07	\$147.38	\$150.77	\$154.24

# SINs 541611

## Labor Category Descriptions

**Note: The Education/Experience shown under each labor category description within this document represents both the minimum Education/Experience as well as any substitutions accepted and utilized by McKing in staffing each labor category. The full Education/Experience Substitution Methodology is also included on page 36 of this document.**

**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

# SINs 541611

## 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

# SINs 541611

## 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

# SINs 541611

## 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



# SINs 541611

## 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

# SINs 541611

## 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



# SINs 541611

## 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

# SINs 541611

## 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

# SINs 541611

## 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

# SINs 541611

## 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

# SINs 541611

## 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

# SINs 541611

## 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



# SINs 541219 and 541611 Schedule of Prices

## McKing Site Hourly Rates

Labor Category	Page	Year 1	Year 2	Year 3	Year 4	Year 5
		12/31/19 - 12/30/20	12/31/20 - 12/30/21	12/31/21 - 12/30/22	12/31/22 - 12/30/23	12/31/23 - 12/30/24
Financial Analyst III	25	\$98.14	\$100.40	\$102.71	\$105.07	\$107.49
Financial Analyst II	25	\$88.98	\$91.03	\$93.12	\$95.26	\$97.45
Financial Analyst I	25	\$78.05	\$79.85	\$81.68	\$83.56	\$85.48
Budget Analyst VI	26	\$129.77	\$132.75	\$135.81	\$138.93	\$142.13
Budget Analyst V	26	\$111.17	\$113.73	\$116.34	\$119.02	\$121.76
Budget Analyst IV	26	\$96.90	\$99.13	\$101.41	\$103.74	\$106.13
Budget Analyst III	27	\$78.07	\$79.87	\$81.70	\$83.58	\$85.50
Budget Analyst II	27	\$67.54	\$69.09	\$70.68	\$72.31	\$73.97
Budget Analyst I	27	\$57.85	\$59.18	\$60.54	\$61.93	\$63.36
Economist III	27	\$131.76	\$134.79	\$137.89	\$141.06	\$144.31
Economist II	28	\$115.74	\$118.40	\$121.13	\$123.91	\$126.76
Economist I	28	\$91.77	\$93.88	\$96.04	\$98.25	\$100.51
Accounting Clerk III	28	\$59.08	\$60.44	\$61.83	\$63.25	\$64.71
Accounting Clerk II	28	\$52.73	\$53.94	\$55.18	\$56.45	\$57.75
Accounting Clerk I	28	\$48.14	\$49.25	\$50.38	\$51.54	\$52.72
Grants Quality Control Specialist II	28	\$99.13	\$101.41	\$103.74	\$106.13	\$108.57
Grants Quality Control Specialist I	29	\$88.92	\$90.97	\$93.06	\$95.20	\$97.39
Grants Subject Matter Specialist III	29	\$169.35	\$173.25	\$177.23	\$181.31	\$185.48
Grants Subject Matter Specialist II	29	\$141.42	\$144.67	\$148.00	\$151.40	\$154.89
Grants Subject Matter Specialist I	29	\$95.76	\$97.96	\$100.22	\$102.52	\$104.88
Senior Grants Specialist	29	\$136.64	\$139.78	\$143.00	\$146.29	\$149.65
Peer Review Grants Specialist	29	\$206.52	\$211.27	\$216.13	\$221.10	\$226.19



# SINs 541219 and 541611 Schedule of Prices

## Government Site Hourly Rates

Labor Category	Page	Year 1	Year 2	Year 3	Year 4	Year 5
		12/31/19 - 12/30/20	12/31/20 - 12/30/21	12/31/21 - 12/30/22	12/31/22 - 12/30/23	12/31/23 - 12/30/24
Financial Analyst III	25	\$75.61	\$77.35	\$79.13	\$80.95	\$82.81
Financial Analyst II	25	\$68.53	\$70.11	\$71.72	\$73.37	\$75.06
Financial Analyst I	25	\$60.12	\$61.50	\$62.92	\$64.36	\$65.84
Budget Analyst VI	26	\$99.77	\$102.06	\$104.41	\$106.81	\$109.27
Budget Analyst V	26	\$85.64	\$87.61	\$89.62	\$91.69	\$93.79
Budget Analyst IV	26	\$74.64	\$76.36	\$78.11	\$79.91	\$81.75
Budget Analyst III	27	\$60.14	\$61.52	\$62.94	\$64.39	\$65.87
Budget Analyst II	27	\$52.03	\$53.23	\$54.45	\$55.70	\$56.98
Budget Analyst I	27	\$44.56	\$45.58	\$46.63	\$47.71	\$48.80
Economist III	27	\$101.48	\$103.81	\$106.20	\$108.64	\$111.14
Economist II	28	\$89.15	\$91.20	\$93.30	\$95.44	\$97.64
Economist I	28	\$70.68	\$72.31	\$73.97	\$75.67	\$77.41
Accounting Clerk III	28	\$46.82	\$47.90	\$49.00	\$50.13	\$51.28
Accounting Clerk II	28	\$41.45	\$42.40	\$43.38	\$44.38	\$45.40
Accounting Clerk I	28	\$37.84	\$38.71	\$39.60	\$40.51	\$41.44
Grants Quality Control Specialist II	28	\$77.92	\$79.71	\$81.55	\$83.42	\$85.34
Grants Quality Control Specialist I	29	\$69.88	\$71.49	\$73.13	\$74.81	\$76.53
Grants Subject Matter Specialist III	29	\$133.10	\$136.16	\$139.29	\$142.50	\$145.77
Grants Subject Matter Specialist II	29	\$111.15	\$113.71	\$116.32	\$119.00	\$121.73
Grants Subject Matter Specialist I	29	\$75.26	\$76.99	\$78.76	\$80.57	\$82.43
Senior Grants Specialist	29	\$107.39	\$109.86	\$112.39	\$114.97	\$117.62
Peer Review Grants Specialist	29	\$162.31	\$166.04	\$169.86	\$173.77	\$177.77



# SINs 541219 and 541611

## Labor Category Descriptions

**Note: The Education/Experience shown under each labor category description within this document represents both the minimum Education/Experience as well as any substitutions accepted and utilized by McKing in staffing each labor category. The full Education/Experience Substitution Methodology is also included on page 36 of this document.**

**Financial Analyst III:** Facilitates data gathering and analysis to assess the efficiency and effectiveness of financial programs and operations. Posts transactions to various ledgers, journals, and registers. Inputs accounting data into computer for tracking manipulation and reporting purposes. Compiles and prepares specialized reports and analyses. Applies accounting principles, theories, and practices to a variety of complex assignments, including analyzing and evaluating accounting system data elements and adapting analytical techniques to monitor a variety of accounting functions. Solves exceptionally difficult technical problems in financial programs, including examining documents, records, and accounting reports and processes to ensure conformance with generally accepted accounting principles, operating procedures, and revised regulations. Performs complex tasks providing general or specialized analysis in various accounting functions such as accounts receivable, accounts payable, cost, and accounting. Responds to findings reported in the Chief Financial Officer Audit and other Audits of the client's financial functions as related to assigned financial program areas. Comments on draft policies and issuances by the higher level department staff and other governmental agencies.

Education/Experience: Bachelor's/2 years  
High School/4 years

**Financial Analyst II:** Assists in day-to-day financial management operations, including processing, analyzing, and summarizing transactions and related data and properly classifying accounting transactions. Other general accounting functions include reconciling cash accounts, preparing supporting schedules, and ensuring that proper entries are made into the accounting system to facilitate preparation of annual financial statements. Utilizes accounting and financial analysis skills, including international operations, travel, purchase card audits, contract reconciliations, IPAC processing, and FEDEX processing.

Education/Experience: Bachelor's/1 year  
High School/3 years

**Financial Analyst I:** Assists in day-to-day financial management operations. The services to be provided may include processing, analyzing, and summarizing transactions and related data and properly classifying accounting transactions. Other general accounting functions may include reconciling cash accounts, preparing supporting schedules, and ensuring that proper entries are made into the accounting system to facilitate the preparation of the annual financial statements. Utilizes accounting and financial analysis skills.

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

# SINs 541219 and 541611

## Labor Category Descriptions

**Budget Analyst VI:** Serves as team lead or supervisor of staff. Prepares multiyear budget estimates covering the client's control, research, and training activities. Provides advice and guidance to budget and program officials of the client on the preparation of budget estimates and prepares detailed analyses and critiques of estimates submitted. Assembles and/or develops background data and documentation in support of requested program budgets for reference and evidence in the agency budget hearings. Develops estimates reflecting the cost of implementing proposed budget and/or program legislation. Coordinates the formulation and presentation of budgets for assigned programs with budget personnel who are responsible for the administration of complementary programs and services. Monitors the execution of those portions of the approved organization budget through which national programs, including obligations and expenditures in multiyear grants programs and associated administrative costs, are funded. Performs advanced analysis of accounting and budget data to provide recommendations to the agency. Provide senior-level advice and guidance to the client and program offices on budget formulation and presentation.

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

**Budget Analyst V:** Prepares multiyear budget estimates covering the client's control, research, and training activities. Provides advice and guidance to budget and program officials of the client on the preparation of budget estimates and prepares detailed analyses and critiques of estimates submitted. Assembles and/or develops background data and documentation in support of requested program budgets for reference and evidence in the agency budget hearings. Develops estimates reflecting the cost of implementing proposed budget and/or program legislation. Coordinates the formulation and presentation of budgets for assigned programs with budget personnel who are responsible for the administration of complementary programs and services. Monitors the execution of those portions of the approved organization budget through which national programs, including obligations and expenditures in multiyear grants programs and associated administrative costs, are funded. Performs advanced analysis of accounting and budget data to provide recommendations to the agency. Provide senior-level advice and guidance to the client and program offices on budget formulation and presentation. Applies expertise in budget and accounting systems to consultative solutions for clients. May act as a back-up to the team lead.

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

**Budget Analyst IV:** Prepares multiyear budget estimates covering the client's control, research, and training activities. Provides advice and guidance to budget and program officials of the client on the preparation of budget estimates and prepares detailed analyses and critiques of estimates submitted. Assembles and/or develops background data and documentation in support of requested program budgets for reference and evidence in the agency budget hearings. Develops estimates reflecting the cost of implementing proposed budget and/or program legislation. Coordinates the formulation and presentation of budgets for assigned programs with budget personnel who are responsible for the administration of complementary programs and services. Monitors the execution of those portions of the approved organization budget through which national programs, including obligations and expenditures in multiyear grants programs and associated administrative costs, are funded. Performs advanced analysis of accounting and budget data to provide recommendations to the agency. Provide senior-level advice and guidance to the client and program offices on budget formulation and presentation.

Education/Experience: Bachelor's/6 years  
High School/8 years

# SINs 541219 and 541611

## Labor Category Descriptions

**Budget Analyst III:** Prepares multiyear budget estimates covering the client's control, research, and training activities. Provides advice and guidance to budget and program officials of the client on the preparation of budget estimates and prepares detailed analyses and critiques of estimates submitted. Assembles and/or develops background data and documentation in support of requested program budgets for reference and evidence in the agency budget hearings. Develops estimates reflecting the cost of implementing proposed budget and/or program legislation. Coordinates the formulation and presentation of budgets for assigned programs with budget personnel who are responsible for the administration of complementary programs and services. Monitors the execution of those portions of the approved organization budget through which national programs, including obligations and expenditures in multiyear grants programs and associated administrative costs, are funded.

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

**Budget Analyst II:** Identifies and corrects extraneous, erroneous, or missing functions as symbolized or illustrated by codes, which can be revealed on the screen. Provides advice and guidance to budget and program officials of the client on the preparation of budget estimates and prepares detailed analyses and critiques of estimates submitted. Assembles and/or develops background data and documentation in support of requested program budgets for reference and evidence in the agency budget hearings. Develops estimates reflecting the cost of implementing proposed budget and/or program legislation. Coordinates the formulation and presentation of budgets for assigned programs with budget personnel who are responsible for the administration of complementary programs and services.

Education/Experience: Bachelor's/2 years  
High School/4 years

**Budget Analyst I:** Uses basic budget and account structures, including organization codes, account numbers, and object classes, to obtain, compile, and summarize narrative information and quantitative data for use by others within the office. Verifies the costs of line items in the budget, enters the costs in standard forms and schedules, and extracts budget and program data from computer printouts of accounting records forms and reports for use by coworkers. Creates charts and graphs for electronic or hard copy from data within databases and spreadsheets. Identifies and corrects extraneous, erroneous, or missing functions as symbolized or illustrated by codes, which can be revealed on the screen. Prepares responses to inquiries, retrieves requested information from office files, gathers information on vendor payment inquiries, gathers information on open obligations, sends information to users through computer links, distributes memoranda or reports using designated distribution lists, acknowledges receipts, prints copies, and responds through an electronic mail system.

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

**Economist III:** Analyzes the impact of cost as well as its impact on policies, programs, and practices. Provides technical assistance and consultation on economic study plans, involving actual economic analyses, to researchers and policy analysts. Provides technical assistance and consultation regarding techniques used in econometric analysis as well as provides a quick response to applied economic analysis and evaluation. Provides analyses. Designs and conducts research studies. Prepares reports for use in briefings, presentations, publications, and testimony. Providing research and analytic support in the preparation of papers, research proposals, bibliographies, and other documents.

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

# SINs 541219 and 541611

## Labor Category Descriptions

**Economist II:** Analyzes the impact of cost as well as its impact on policies, programs, and practices. Provides technical assistance and consultation on economic study plans, involving actual economic analyses, to researchers and policy analysts. Provides technical assistance and consultation regarding techniques used in econometric analysis as well as provides a quick response to applied economic analysis and evaluation. With guidance, prepares reports for use in briefings, presentations, publications, and testimony. Provides research and analytic support in the preparation of papers, research proposals, bibliographies, and other documents.

Education/Experience:     Doctorate/2 years  
                                      Master's/4 years  
                                      Bachelor's/8 years

**Economist I:** Assists in analyzing the impact of cost as well as its impact on policies, programs, and practices. Assists in providing technical assistance and consultation on economic study plans, involving actual economic analyses, to researchers and policy analysts. May provide technical assistance and consultation regarding techniques used in econometric analysis as well as provide a quick response to applied economic analysis and evaluation. Provides research and analytic support in the preparation of papers, research proposals, bibliographies, and other documents.

Education/Experience:     Master's/2 years  
                                      Bachelor's/6 years

**Accounting Clerk III:** Performs complex accounting clerical duties. Assists with trial balances, analyzes financial documents, investigates questionable data, and prepares reports. Responsible for a complete and systematic set of transactions in a specific phase of accounting. Reconciles difficult accounts. Proficient in the use of office automated systems, spreadsheets, and software.

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

**Accounting Clerk II:** Performs moderately complex accounting tasks. Processes complicated transactions and traces transactions through previous accounting actions to determine discrepancies. Verifies consistency and mathematical accuracy of accounting documents and reconciles difficult accounts. Uses office automated systems to input data, generate reports, conduct specialized research projects, and respond to inquiries.

Education/Experience:     High School/2 years

**Accounting Clerk I:** Posts general journal entries or accounts payable vouchers and enters vouchers into voucher register. Posts and balances financial data. Verifies invoices, invoice number, account codes, and financial amounts. Reviews transactions to locate discrepancies. Uses office-automated systems to input data and generate reports.

Education/Experience:     High School/1 year

**Grants Quality Control Specialist II:** Evaluates the work processes of employees responsible for administering data entry of grant applications, maintains database records, and processes pertinent information. Ensures that processes are conducted in a timely fashion and in accordance with program and Federal guidance evaluation/control standards. Analyzes internal/departamental grant processing procedures for resolution of issues involving expenditures, payment, and specific deliverables. Provides input in the development and installation of total quality systems for processing and administering grants.

Education/Experience:     Bachelor's/6 years  
                                      HighSchool/10 years

# SINs 541219 and 541611

## Labor Category Descriptions

**Grants Quality Control Specialist I:** Evaluates the work processes, is responsible for ensuring data entry of pertinent information from grant applications, and maintains database records in a timely and accurate fashion. Provides a full spectrum of quality control assistance including the accuracy of billing by the grantee. Follows internal and Federal quality control procedures and standards.

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

**Grants Subject Matter Specialist III:** Is a 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. Informs higher level officials of trends and observations within the grant applications. Makes appropriate suggestions and recommendations within the subject matter of the grants program guidelines. Participates in the review of laws, policies, and guidelines that have an effect on procedures and planning.

Education/Experience: Advance Degree or Master's/8 years  
Bachelor's/15 years  
High School/20 years

**Grants Subject Matter Specialist II:** Is a recognized expert and has a demonstrated and documented indepth knowledge in specific field or discipline. Is knowledgeable and possesses direct experience with the evaluation of operational requirements relative to specific field of expertise required within the program guidance and review process.

Education/Experience: Advance Degree or Bachelor's/8 years  
High School/10 years

**Grants Subject Matter Specialist I:** Is experienced in field or discipline with demonstrated indepth knowledge of specific field of expertise. Possesses sufficient experience to evaluate the operational requirements stated in the program guidance and review process.

Education/Experience: Advance Degree or; Bachelor's/3 years  
High School/5 years

**Senior Grants Specialist:** Must have demonstrated indepth knowledge and expertise in Federal grants management processes, including Federal rules and regulations. Is knowledgeable and must have direct experience in the grant application process, triage processing of applications, and fiduciary and evaluating operational requirements relative to the grant management program. Participates in the grant review process, evaluates and records proceedings, monitors scoring processes, and administers the technical evaluation sessions. Keeps appropriate upper level management informed and provides appropriate recommendations within the subject matter of the grants program guidelines. Participates in the review of laws, procedures, and recommendations that have an effect on procedures and planning.

Education/Experience: Doctorate/8 years  
Master's/10 years  
Bachelor's/15 years

**Peer Review Grant Specialist:** Must have demonstrated indepth knowledge of expertise in grants management. Is knowledgeable with direct experience in the grant application process and evaluation operational requirements relative to the grant review process during technical evaluation panels. Participates in the grant review process, evaluates and records proceedings, monitors scoring processes, administers the technical evaluation sessions, and, when appropriate, recording relevant panel discussions. Keeps upper level management informed on panel progress and makes appropriate recommendations. Participates in the panel review briefing, which has an effect on evaluation process and procedures.

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

# SIN 54151S Schedule of Prices

## McKing Site Hourly Rates

Labor Category	Page	Year 1	Year 2	Year 3	Year 4	Year 5
		12/31/19 - 12/30/20	12/31/20 - 12/30/21	12/31/21 - 12/30/22	12/31/22 - 12/30/23	12/31/23 - 12/30/24
Analyst/Programmer V	32	\$165.21	\$169.01	\$172.90	\$176.87	\$180.94
Analyst/Programmer IV	32	\$154.08	\$157.62	\$161.25	\$164.96	\$168.75
Analyst/Programmer III	32	\$130.92	\$133.93	\$137.01	\$140.16	\$143.39
Analyst/Programmer II	32	\$112.78	\$115.37	\$118.03	\$120.74	\$123.52
Analyst/Programmer I	32	\$101.51	\$103.84	\$106.23	\$108.68	\$111.18
Data Entry Team Leader	32	\$61.99	\$63.42	\$64.87	\$66.37	\$67.89
Data Entry Clerk I	32	\$53.43	\$54.66	\$55.92	\$57.20	\$58.52
IT Program Manager	33	\$179.48	\$183.61	\$187.83	\$192.15	\$196.57
Database Analyst V	33	\$171.38	\$175.33	\$179.36	\$183.48	\$187.70
Database Analyst IV	33	\$155.94	\$159.53	\$163.20	\$166.95	\$170.79
Database Analyst III	33	\$136.40	\$139.53	\$142.74	\$146.03	\$149.38
Database Analyst II	33	\$106.99	\$109.45	\$111.97	\$114.55	\$117.18
Database Analyst I	33	\$88.23	\$90.26	\$92.34	\$94.46	\$96.63
Applications Programmer V	33	\$161.80	\$165.52	\$169.33	\$173.22	\$177.21
Applications Programmer IV	34	\$140.11	\$143.33	\$146.63	\$150.00	\$153.45
Applications Programmer III	34	\$122.77	\$125.59	\$128.48	\$131.44	\$134.46
Applications Programmer II	34	\$101.24	\$103.57	\$105.95	\$108.39	\$110.88
Applications Programmer I	34	\$82.42	\$84.32	\$86.25	\$88.24	\$90.27
Senior Website Developer	34	\$139.89	\$143.11	\$146.40	\$149.77	\$153.21
Website Developer	34	\$110.48	\$113.02	\$115.62	\$118.28	\$121.00
Software Engineer V	34	\$189.95	\$194.32	\$198.79	\$203.36	\$208.04
Software Engineer IV	34	\$166.65	\$170.48	\$174.40	\$178.42	\$182.52
Software Engineer III	35	\$141.41	\$144.66	\$147.99	\$151.39	\$154.88
Software Engineer II	35	\$119.89	\$122.65	\$125.47	\$128.35	\$131.31
Software Engineer I	35	\$99.94	\$102.24	\$104.59	\$107.00	\$109.46
Senior PC Support Specialist	35	\$93.52	\$95.67	\$97.87	\$100.12	\$102.43
PC Support Specialist	35	\$81.15	\$83.02	\$84.93	\$86.88	\$88.88
Lead Computer Operator	35	\$72.30	\$73.96	\$75.66	\$77.40	\$79.18
Computer Operator II	35	\$65.87	\$67.39	\$68.93	\$70.52	\$72.14
Computer Operator I	35	\$56.42	\$57.72	\$59.05	\$60.40	\$61.79



# SIN 54151S Schedule of Prices Government Site Hourly Rates

Labor Category	Page	Year 1	Year 2	Year 3	Year 4	Year 5
		12/31/19 - 12/30/20	12/31/20 - 12/30/21	12/31/21 - 12/30/22	12/31/22 - 12/30/23	12/31/23 - 12/30/24
Analyst/Programmer V	32	\$129.85	\$132.84	\$135.89	\$139.02	\$142.21
Analyst/Programmer IV	32	\$121.09	\$123.88	\$126.72	\$129.64	\$132.62
Analyst/Programmer III	32	\$102.90	\$105.27	\$107.69	\$110.16	\$112.70
Analyst/Programmer II	32	\$88.64	\$90.68	\$92.76	\$94.90	\$97.08
Analyst/Programmer I	32	\$79.77	\$81.60	\$83.48	\$85.40	\$87.37
Data Entry Team Leader	32	\$48.73	\$49.85	\$51.00	\$52.17	\$53.37
Data Entry Clerk I	32	\$41.98	\$42.95	\$43.93	\$44.94	\$45.98
IT Program Manager	33	\$141.06	\$144.30	\$147.62	\$151.02	\$154.49
Database Analyst V	33	\$136.15	\$139.28	\$142.48	\$145.76	\$149.11
Database Analyst IV	33	\$123.88	\$126.73	\$129.64	\$132.63	\$135.68
Database Analyst III	33	\$108.36	\$110.85	\$113.40	\$116.01	\$118.68
Database Analyst II	33	\$85.00	\$86.96	\$88.95	\$91.00	\$93.09
Database Analyst I	33	\$70.08	\$71.69	\$73.34	\$75.03	\$76.75
Applications Programmer V	33	\$127.17	\$130.09	\$133.09	\$136.15	\$139.28
Applications Programmer IV	34	\$110.11	\$112.64	\$115.23	\$117.88	\$120.59
Applications Programmer III	34	\$96.48	\$98.70	\$100.97	\$103.29	\$105.67
Applications Programmer II	34	\$79.57	\$81.40	\$83.27	\$85.19	\$87.15
Applications Programmer I	34	\$64.78	\$66.27	\$67.79	\$69.35	\$70.95
Senior Website Developer	34	\$111.14	\$113.70	\$116.31	\$118.99	\$121.72
Website Developer	34	\$87.76	\$89.78	\$91.84	\$93.96	\$96.12
Software Engineer V	34	\$149.28	\$152.71	\$156.23	\$159.82	\$163.49
Software Engineer IV	34	\$130.98	\$133.99	\$137.07	\$140.23	\$143.45
Software Engineer III	35	\$111.14	\$113.70	\$116.31	\$118.99	\$121.72
Software Engineer II	35	\$94.23	\$96.40	\$98.61	\$100.88	\$103.20
Software Engineer I	35	\$78.55	\$80.36	\$82.20	\$84.10	\$86.03
Senior PC Support Specialist	35	\$73.49	\$75.18	\$76.91	\$78.68	\$80.49
PC Support Specialist	35	\$63.78	\$65.25	\$66.75	\$68.28	\$69.85
Lead Computer Operator	35	\$56.81	\$58.12	\$59.45	\$60.82	\$62.22
Computer Operator II	35	\$51.78	\$52.97	\$54.19	\$55.44	\$56.71
Computer Operator I	35	\$44.34	\$45.36	\$46.40	\$47.47	\$48.56

# SIN 54151S

## Labor Category Descriptions

**Note: The Education/Experience shown under each labor category description within this document represents both the minimum Education/Experience as well as any substitutions accepted and utilized by McKing in staffing each labor category. The full Education/Experience Substitution Methodology is also included on page 36 of this document.**

**Analyst/Programmer V:** As top-level technical expert, acts as project team leader in the design and development of a complex enterprise-wide business system. 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 analysis and programming.

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 development.

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

**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, 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 are 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 applications.

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



# SIN 54151S

## Labor Category Descriptions

**IT Program Manager:** Manages client's computer applications development project. Manages client relationships for a team of consultants, developers, engineers, analysts, and related professionals. Manages technical aspects of projects by instructing, directing, and checking the work of team members. Ensures project outcomes that conform to client's objectives and budget.

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

**Database Analyst V:** Acts as project team leader for all activities related to design, implementation and maintenance of complex databases. Serves as technical expert. Leads systems requirement definition and designs walk-through sessions with client. Formulates and monitors policies, procedures, and standards relating to database management. Has expert knowledge of all relational-based development tools, software, and hardware operating systems.

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

**Database Analyst IV:** Designs, analyzes and evaluates complex data processing systems translating business/information systems requirements into relational database structures. Develops data models using industry-standard techniques for data normalization and denormalization. Prepares programming specifications and diagrams and develops coding flowcharts. Develops programs using Oracle and Microsoft SQL server and software using SQL, ISL, SEM, SQL\*Plus, Forms, Reports, PL, SQL, C, Pro\*C, C++/Visual Basic, Access, and Foxpro.

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

**Database Analyst III:** Designs, implements, and maintains complex databases. Maintains database dictionaries and integration of systems through database design. Analyzes database requirements, applications and programming of client. Works with client to develop specifications and recommends solutions that require definition of physical structure and functional capabilities of databases, data security and data backup recovery. Specializes in the use of database management systems and products such as Oracle, Sybase, SAP, and IBM.

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

**Database Analyst II:** Designs, implements, and maintains moderately complex databases. Includes maintenance of database dictionaries and integration of systems through database design. Ensures accuracy and completeness in data in master files and various support tools such as database.

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

**Database Analyst I:** Assists in the implementation and maintenance of databases. Works on several phases of database administration, including writing and maintaining simple systems and programs. Ensures accuracy and completeness of data in master files. Maintains security and integrity controls.

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

**Applications Programmer V:** Acts as project leader and highest level technical expert on complex applications programming projects. Has full responsibility for program design, coding, testing, debugging, and documentation. Devises and modifies procedures to solve complex business and scientific systems issues. Responsible for quality assurance review and monitoring and directing the work of team members.

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

# SIN 54151S

## Labor Category Descriptions

**Applications Programmer IV:** Provides technical consulting on complex applications programming projects. Has full responsibility for program design, coding, testing, debugging, and documentation. Analyzes, devises, and modifies procedures to solve complex business and scientific systems issues.

Education/Experience:     Master's/8 years  
                                  Bachelor's/10 years  
                                  High School/14 years

**Applications Programmer III:** Analyzes business and scientific systems specifications and procedures to solve complex problems based on equipment limitations and capacity, operating time, and form of desired results. Develops logic flowcharts, encodes programs, prepares test data, and tests and debugs programs. Revises and updates programs as required and provides necessary documentation for the customer/client.

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

**Applications Programmer II:** Modifies moderately complex application programs from detailed specifications. Maintains, codes, tests, debugs, and documents programs as assigned.

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

**Applications Programmer I:** Assists in maintaining, writing, and modifying routine applications from detailed specifications. Codes documented logic flowcharts and instructions. Tests, debugs, and documents programs as assigned.

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

**Senior Website Developer:** Designs and develops complex interactive and transactional websites. Proposes website strategies. Creates action plans and applications to carry out strategies and accomplish objectives. Develops and tunes interfaces between Internet and customer/client ERP systems and other database marketing and customer relationship management systems.

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

**Website Developer:** Designs and develops organization's website. Customizes web-based interactive features, builds database gateways, and implements electronic commerce services.

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

**Software Engineer V:** As highest level technical expert, oversees technical design, development, and implementation of highly complex software products and systems. Addresses problems related to systems integration, compatibility, and multiple platforms. Performs feasibility analysis of product plans and designs. Defines architecture requirements and standards for design and development. Leads team of development staff and is responsible for project completion.

Education/Experience:     Master's/14 years  
                                  Bachelor's/12 years

**Software Engineer IV:** As a high-level technical expert, develops technical designs and specifications for software products. Formulates and defines product specifications, design strategies, development schedules, and user expectations to product capabilities. Builds, tests, and maintains software product modules, components, and subsystems. Oversees and participates in the development of software user manuals and documentation. Has advanced knowledge of one or more platforms, operating systems, programming languages, and system architectures.

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

# SIN 54151S

## Labor Category Descriptions

**Software Engineer III:** As a high-level technical expert, designs, develops, codes, tests, and debugs new software or significant enhancements to existing software. Analyzes software problems and develops specifications to resolve them. Participates in large system and subsystem planning. Tests and debugs assigned components and units. Adheres to product build and release schedules and strategies. Develops software user manuals and documentation. Has advanced knowledge of one or more platforms, operating systems, programming languages, and system architectures.

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

**Software Engineer II:** Designs, codes, tests, and debugs new software or makes enhancements to existing software. Prepares comprehensive test plans and recommends corrections. Identifies and debugs moderately complex problems. Resolves customer complaints with software and responds to suggestions for improvement and enhancements. Codes enhancements and support features. Assists in the development of software user manuals and documentation.

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

**Software Engineer I:** Assists in designing, coding, testing, and debugging of new software and making enhancements to existing software. Writes programs according to detailed specifications. Participates in the analysis and development of test plans. Makes suggestions for problem solutions or software enhancements.

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

**Senior PC Support Specialist:** Provides technical assistance and training to system users in a help desk or information center environment, including problem resolution, research, isolation, and followup steps. Develops supporting documentation of all activities. Evaluates, tests, installs, and modifies network and single-user workstation systems and applications. Consults with users to determine hardware and software configurations and recommends systems modifications to meet users' overall needs and requirements.

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

**PC Support Specialist:** Provides technical assistance and training to system users in a help desk or information center environment. Responds to and diagnoses hardware, software, and operating problems through discussion with users by phone or in person and takes remedial actions or recommends procedural changes. Installs, loads, and configures hardware, software, peripheral equipment operating systems and environments, and word processing spreadsheet and database applications.

Education/Experience: Bachelor's/2 years  
High School/4 years

**Lead Computer Operator:** Schedules and coordinates daily computer operations. Monitors and controls minicomputers or mainframe computers by operating central console or online terminals. Distributes and verifies work of computer operations team. Determines equipment setup and run operations. Monitors equipment to determine point of equipment or program failure and manipulates controls to keep continuous operations of computer system. Maintains operating records.

Education/Experience: High School/5 years

**Computer Operator II:** Performs moderately complex tasks associated with operating a computer, such as monitoring and manipulating central console or online terminals, operating auxiliary equipment, and maintaining records of output. Determines equipment setup, schedule jobs, executes nonroutine jobs, and observes console. Manipulates controls to rearrange program sequence.

Education/Experience: High School/2 years

**Computer Operator I:** Performs routine tasks associated with operating a computer, such as monitoring and manipulating console controls, operating peripheral equipment, and maintaining records and tape library.

Education/Experience: High School/1 year

# Substitutions

## Experience Substitutions

H.S. Diploma* + 4 years additional experience	Equals	Bachelors Degree
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
High School +6 years' additional experience	Equals	Masters Degree
High School + 9 years additional experience	Equals	Advanced Degree or Doctorate
Bachelors + 5 years' additional experience	Equals	Advanced Degree or Doctorate
Masters Degree + 3 years additional experience	Equals	Advanced Degree or Doctorate

## Education Substitutions

An **Advanced Degree** or **Doctorate** may be substituted for three years of required experience with a Masters Degree or five years with a Bachelors Degree or nine years with a High School Diploma.

A **Masters Degree** may be substituted for two years of required experience with a Bachelors Degree or six years with a High School Diploma

A **Bachelors Degree** may be substituted for four years of experience with a H.S. Diploma.

A **Bachelors Degree** may be substituted for Microsoft Certified Systems Engineer (MCSE) or similarly complex certifications and two years of required experience with a H.S. Diploma.



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