

## **TIPSS-2 Primary Task Areas and Labor Category Descriptions**

### **C.7 LABOR CATEGORIES FOR THE FOUR PRINCIPAL TASK AREAS**

In order to support the four Principal Task Areas in this contract, fifteen (15) Labor Categories have been identified. The Labor Categories are listed below and are described in the following paragraphs.

Functional Expert

Senior Information Technology Specialist

Information Technology Specialist

Junior Information Technology Specialist

Senior Information Technology Technician

Information Technology Technician

Junior Information Technology Technician

Senior Information Technology Administrative Specialist

Information Technology Administrative Specialist

Senior Security Specialist

Security Specialist

Junior Security Specialist

Senior Information Technology Training Specialist

Information Technology Training Specialist

Junior Information Technology Training Specialist

## TIPSS-2 Primary Task Areas and Labor Category Descriptions

### C.7.1 FUNCTIONAL EXPERT

#### General Description:

An individual whose knowledge and skills are applicable to an actual Statement of Work or Statement of Need and so recognized in the professional community that the Government is able to qualify the individual as an expert in the field. (For example: publications, speeches at conferences, research, and teaching.) Demonstrates exceptional oral and written communications skills.

#### Education:

An advanced degree (Master's or Doctoral degree) from an accredited college or university in the field of expertise described in an actual Statement of Work or Statement of Need is required. There is no substitution for education.

#### General Experience:

Ten years of progressive experience in the field of expertise required by an actual Statement of Work or Statement of Need.

#### Specific Experience:

At least four years of the General Experience is concentrated, hands-on experience in the specific discipline of the field of expertise required by an actual Statement of Work or Statement of Need.

#### Function:

Performs as a consultant in highly specialized, leading edge information technologies and methodologies. Provides highly technical and specialized guidance concerning automated solutions to complex information processing problems. Performs elaborate analyses and studies. Prepares reports and gives presentations. Works independently or as a member of a team. May serve as Contractor Task Order Project Manager.

#### Examples (not all inclusive):

Information Technology Expert  
Organizational Development Expert  
Industrial/Organizational Psychologist

Neural Network Expert  
Artificial Intelligence Expert

## TIPSS-2 Primary Task Areas and Labor Category Descriptions

### C.7.2 SENIOR INFORMATION TECHNOLOGY SPECIALIST

#### General Description:

An individual very knowledgeable in all aspects of Information Technology. Has extensive experience in the specific Information Technology discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates very good oral and written communications skills.

#### General Experience:

Eight years of progressive experience in the field of Information Technology, including six years of specialized experience in numerous, highly specialized Information Technology disciplines involving a wide range of hardware/software solutions.

#### Specific Experience:

At least four years of General Experience is concentrated, hands-on experience in all aspects of the specific discipline(s) of Information Technology required by an actual Statement of Work or Statement of Need.

#### Function:

Provides highly technical and specialized guidance, and solutions to complex Information Technology problems. Performs elaborate analyses and studies. Prepares reports and gives presentations. Works independently or as a member of a team. May serve as Contractor Task Order Project Manager.

#### Examples (not all inclusive):

Senior Telecommunications Engineer	Senior Systems Analyst
Senior Independent Evaluator	Software Customization Specialist
Senior Telecommunications Specialist	Senior Information Technology Engineer
Senior Communications Specialist	Senior Systems Programmer
Senior Organizational Specialist	Senior Applications Programmer
Senior Network Engineer	Senior Organizational Change Specialist
Senior Internet/Intranet Specialist	Senior Work Systems Design Specialist
Senior Software Systems Specialist	
Senior Data Base Management Specialist	
Senior Business Process Re-Engineering Specialist	
Senior Integration and Integration Testing Specialist	

## TIPSS-2 Primary Task Areas and Labor Category Descriptions

### C.7.3 INFORMATION TECHNOLOGY SPECIALIST

#### General Description:

An individual very knowledgeable in Information Technology. Has extensive experience in the specific Information Technology discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates good oral and written communications skills.

#### General Experience:

Six years of progressive experience in the field of Information Technology, including four years of specialized experience in numerous highly specialized Information Technology disciplines involving a wide range of hardware/software solutions.

#### Specific Experience:

At least three years of General Experience is concentrated hands-on experience in the specific discipline(s) of Information Technology required by an actual Statement of Work or Statement of Need.

#### Function:

Provides highly technical and specialized solutions to complex Information Technology problems. Performs analyses and studies. Prepares reports. Works independently or as a member of a team. May serve as Contractor Task Order Project Manager.

#### Examples (not all inclusive):

Systems Analyst	Telecommunications Engineer
Optimization Specialist	Network Engineer
Lead Programmer/Analyst	Internet/Intranet Specialist
Relational Database Specialist	Communications Specialist
Information Technology Engineer	Organizational Specialist
Systems Programmer	Organizational Change Specialist
Applications Programmer	Independent Evaluator
Internet/Intranet Specialist	Work Systems Design Specialist
Data Base Management Specialist	Software Systems Specialist
Business Process Re-Engineering Specialist	
Integration and Integration Testing Specialist	

## TIPSS-2 Primary Task Areas and Labor Category Descriptions

### C.7.4 JUNIOR INFORMATION TECHNOLOGY SPECIALIST

#### General Description:

An individual knowledgeable in Information Technology. Has experience in the specific Information Technology discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates good oral and written communications skills.

#### General Experience:

Four years of progressive experience in the field of Information Technology, including three years of specialized experience in highly specialized Information Technology disciplines involving a range of hardware/software solutions.

#### Specific Experience:

At least two years of General Experience is concentrated hands-on experience in the specific discipline(s) of Information Technology required by an actual Statement of Work or Statement of Need.

#### Function:

Provides technical and specialized solutions to complex Information Technology problems. Performs analyses and studies. Prepares reports. Works independently or as a member of a team.

#### Examples (not all inclusive):

Junior Systems Programmer	Junior Telecommunications Engineer
Junior Network Engineer	Junior Information Technology Engineer
Junior Telecommunications Specialist	Junior Work Systems Design Specialist
Junior Applications Programmer	Junior Communications Specialist
Junior Internet/Intranet Specialist	Junior Organizational Change Specialist
Junior IV&V Specialist	Junior Software Systems Specialist
Junior Data Base Management Specialist	Junior Systems Analyst
Junior Integration and Integration Testing Specialist	

## TIPSS-2 Primary Task Areas and Labor Category Descriptions

### C.7.5 SENIOR INFORMATION TECHNOLOGY TECHNICIAN

#### General Description:

An individual very knowledgeable in and experienced with software and hardware operations for Information Technology. Has experience in the specific technologies required by an actual Statement of Work or Statement of Need.

#### General Experience:

Five years progressive experience in the field of software or hardware operations.

#### Specific Experience:

At least three years of General Experience is concentrated hands-on experience in the specific discipline(s) of Information Technology required by an actual Statement of Work or Statement of Need. The experience shall be with the specific equipment, software or other requirement specified in an actual Statement of Work or Statement of Need.

#### Function:

Provides support in the less technical disciplines of Information Technology, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works independently or as a member of a team.

#### Examples (not all inclusive):

Senior Computer Operator	Senior Database Administrator
Senior Document Control Specialist	Senior Systems Administrator
Senior Computer Installation Technician	Senior Help Desk Manager
Senior Data Technician	Senior Network Administrator
Senior Network Technician	Senior Communications Technician
Senior Organizational Change Technician	
Senior Hardware/Software Installation Technician	

## TIPSS-2 Primary Task Areas and Labor Category Descriptions

### C.7.6 INFORMATION TECHNOLOGY TECHNICIAN

#### General Description:

An individual knowledgeable in and experienced with software and hardware operations for Information Technology. Has experience in the specific technologies required by an actual Statement of Work or Statement of Need.

#### General Experience:

Three years progressive experience in the field of software or hardware operations.

#### Specific Experience:

At least two years of General Experience is concentrated hands-on experience in the specific discipline(s) of Information Technology required by an actual Statement of Work or Statement of Need. The experience shall be with the specific equipment, software or other requirement specified in an actual Statement of Work or Statement of Need.

#### Function:

Provides support in the less technical disciplines of Information Technology, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works as a member of a team.

#### Examples (not all inclusive):

Data Entry Specialist	Organizational Change Technician
Computer Operator	Work Systems Design Technician
Database Administrator	Data Technician
System Administrator	Help Desk Technician
Network Technician	Communications Technician
Network Administrator	Hardware/Software Installation Technician

## TIPSS-2 Primary Task Areas and Labor Category Descriptions

### C.7.7 JUNIOR INFORMATION TECHNOLOGY TECHNICIAN

#### General Description:

An individual knowledgeable in software and hardware operations for Information Technology. Has experience in the specific technologies required by an actual Statement of Work or Statement of Need.

#### General Experience:

Two years progressive experience in the field of software or hardware operations.

#### Specific Experience:

At least one year of General Experience is concentrated hands-on experience in the specific discipline(s) of Information Technology required by an actual Statement of Work or Statement of Need. The experience shall be with the specific equipment, software or other requirement specified in an actual Statement of Work or Statement of Need.

#### Function:

Provides support in the less technical disciplines of Information Technology, such as computer operations, moving and installing equipment, computer cabling, data entry and verification, media duplication, document control and software installation. Works as a member of a team.

#### Examples (not all inclusive):

Junior Data Entry Specialist  
Junior HW/SW Installation Technician

Junior Computer Operator  
Junior Data Technician

## TIPSS-2 Primary Task Areas and Labor Category Descriptions

### C.7.8 SENIOR INFORMATION TECHNOLOGY ADMINISTRATIVE SPECIALIST

#### General Description:

An individual very knowledgeable in computer-based documentation and presentation techniques, technical writing, technical proofreading and technical editing. Demonstrates excellent command and articulation of the English language. Demonstrates superior grammar skills.

#### General Experience:

Five years of progressive experience in technical writing and documentation preparation in the field of information processing.

#### Function:

Prepares documentation to be furnished as an actual Statement of Work or Statement of Need deliverable(s). Provides administrative support such as technical writing, proofreading, technical editing of word processing and other computer-based documents, integration of various sources into a cohesive product which may be delivered as computer-based magnetic media, preparation of graphical and narrative presentation material. Works as part of a team.

#### Examples (not all inclusive):

Senior Technical Writer  
Senior Graphics Specialist

Senior Documentation Specialist  
Senior Computer Aide

## TIPSS-2 Primary Task Areas and Labor Category Descriptions

### C.7.9 INFORMATION TECHNOLOGY ADMINISTRATIVE SPECIALIST

#### General Description:

An individual knowledgeable in computer-based documentation and presentation techniques, technical typing and word processing. Demonstrates excellent command and articulation of the English language. Has superior grammar skills.

#### General Experience:

Three years of progressive experience in technical typing and documentation preparation in the field of Information Technology.

#### Function:

Prepares documentation to be furnished as an actual Statement of Work or Statement of Need deliverable(s). Provides administrative support such as technical typing, editing of word processing and other computer-based manuscripts, integration of various sources into a cohesive product which may be delivered as computer-based magnetic media, preparation of graphical and narrative presentation material. Works as part of a team.

#### Example:

Technical Writer  
Graphics Assistant  
Computer Aide

Documentation Specialist  
Technical Typist

## TIPSS-2 Primary Task Areas and Labor Category Descriptions

### C.7.10 SENIOR SECURITY SPECIALIST

#### General Description:

An individual very knowledgeable and experienced in all aspects of Security . Has extensive experience in the specific Security discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates very good oral and written communications skills.

#### General Experience:

Eight years of progressive experience in the field of Information Technology, including six years of specialized experience in numerous, highly specialized Information Technology disciplines involving a wide range of hardware/software solutions.

#### Specific Experience:

At least four years of General Experience is concentrated, hands-on experience in all aspects of the specific area(s) of Security required by an actual Statement of Work or Statement of Need.

#### Function:

Provides highly technical and specialized guidance, and solutions to complex Security problems. Performs elaborate analyses and studies. Prepares reports and gives presentations to upper management. Works independently or as a member of a team. May serve as Contractor Task Order Project Manager.

#### Examples (not all inclusive):

Senior Computer Security Specialist

Senior Security Engineer

## TIPSS-2 Primary Task Areas and Labor Category Descriptions

### C.7.11 SECURITY SPECIALIST

#### General Description:

An individual knowledgeable and experienced in all aspects of Security . Has extensive experience in the specific Security discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates very good oral and written communications skills.

#### General Experience:

Six years of progressive experience in the field of Information Technology, including four years of specialized experience in numerous, highly specialized Information Technology disciplines involving a wide range of hardware/software solutions.

#### Specific Experience:

At least three years of General Experience is concentrated, hands-on experience in all aspects of the specific area(s) of Security required by an actual Statement of Work or Statement of Need.

#### Function:

Provides highly technical and specialized guidance, and solutions to complex Security problems. Performs analyses and studies. Prepares reports and gives presentations to management. Works independently or as a member of a team. May serve as Contractor Task Order Project Manager.

#### Examples (not all inclusive):

Computer Security Specialist

Security Analyst

## TIPSS-2 Primary Task Areas and Labor Category Descriptions

### C.7.12 JUNIOR SECURITY SPECIALIST

#### General Description:

An individual knowledgeable in several aspects of Security. Has experience in the specific Security discipline(s) described in an actual Statement of Work or Statement of Need. Demonstrates good oral and written communications skills.

#### General Experience:

Three years of progressive experience in the field of Information Technology, including one year of specialized experience in specialized Information Technology disciplines involving a limited range of hardware/software solutions.

#### Specific Experience:

At least two years of General Experience is concentrated hands-on experience in the specific area(s) of Security required by an actual Statement of Work or Statement of Need.

#### Function:

Provides technical and specialized guidance, and solutions to Security problems. Performs analyses and studies. Prepares reports and gives presentations to management. Works independently or as a member of a team.

#### Examples (not all inclusive):

Junior Security Analyst

Security Technical Assistant

## TIPSS-2 Primary Task Areas and Labor Category Descriptions

### C.7.13 SENIOR INFORMATION TECHNOLOGY TRAINING SPECIALIST

#### General Description:

An individual who is very good at imparting technical information to technical and non-technical personnel and is also very knowledgeable in Information Technology. Has extensive experience in developing courses and teaching in all aspects of Information Technology. Demonstrates excellent oral and written communication skills.

#### General Experience:

Eight years of progressive experience in the field of Information Technology, including six years as an instructor of various highly specialized Information Technology disciplines.

#### Specific Experience:

At least four years of General experience is hands-on experience in the development and performance of training courses in Information Technology, in the discipline specified by an actual Statement of Work or Statement of Need.

#### Function:

Develops courses and instructional material to educate technical and non-technical personnel in Information Technology. Develops curricula and modular training courses. Gathers and assembles information pertaining to the subject matter, organizes and condenses materials. Teaches courses. Works independently or as part of a team. May serve as Contractor Task Order Project Manager.

#### Examples (not all inclusive):

Senior Instructor

Senior Course Developer

## TIPSS-2 Primary Task Areas and Labor Category Descriptions

### C.7.14 INFORMATION TECHNOLOGY TRAINING SPECIALIST

#### General Description:

An individual who is very good at imparting technical information to technical and non-technical personnel and is also very knowledgeable in Information Technology. Has experience in developing courses and teaching in all phases of Information Technology. Demonstrates very good oral and written communication skills.

#### General Experience:

Five years of progressive experience in the field of Information Technology, including three years as an instructor of various highly specialized Information Technology disciplines.

#### Specific Experience:

At least two years of General Experience is hands-on experience in the development and performance of training courses in Information Technology, in the discipline specified by an actual Statement of Work or Statement of Need.

#### Function:

Develops courses and instructional material to educate technical and non-technical personnel in Information Technology. Gathers and assembles information pertaining to the subject matter, organizes and condenses materials. May be required to teach courses. Works independently or as part of a team.

#### Examples (not all inclusive):

Course Developer

Instructor

## TIPSS-2 Primary Task Areas and Labor Category Descriptions

### C.7.15 JUNIOR INFORMATION TECHNOLOGY TRAINING SPECIALIST

#### General Description:

An individual who is good at imparting technical information to technical and non-technical personnel and is also knowledgeable in Information Technology. Has experience in developing courses and teaching in phases of Information Technology. Demonstrates good oral and written communication skills.

#### General Experience:

Three years of progressive experience in the field of Information Technology, including one year as an instructor of various Information Technology disciplines.

#### Specific Experience:

At least one year of General Experience is hands-on experience in the development and performance of training courses in Information Technology, in the discipline specified by an actual Statement of Work or Statement of Need.

#### Function:

Develops courses and instructional material to educate technical and non-technical personnel in Information Technology. Gathers and assembles information pertaining to the subject matter, organizes and condenses materials. May be required to teach courses. Works independently or as part of a team.

#### Examples (not all inclusive):

Junior Course Developer

Junior Instructor