COMMERCIAL JOB TITLES AND DESCRIPTIONS

1.   Project Manager

General Experience: Manages substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all program/technical support activities. Interfaces with all levels of management. Demonstrated written and oral communication skills, including project plans, white papers, proposals and formal presentations.

Duties: Must have demonstrated experience in managing all key project areas. Has leadership responsibility for delivery of complex services. Responsibilities typically include identifying customer requirements, developing a plan for service delivery, identifying and recruiting appropriate resources, assigning individual responsibilities, developing schedules to ensure timely completion and final delivery of services to the customer.

Requirements: A college degree, minimum of five years of records management or archivist or declassification as required for the project, three years of supervisory/management experience, knowledge of DoD 5015.2 STD, when required, and a security clearance when required.

2.   Archivist/Records Manager

General Experience: Demonstrated written and oral communication skills, including white papers and formal presentations.

Duties: Ensures compliance with government agencies, National Archives and Records Administration's and industrial standard records management practices and procedures. Supervises retirement of agency records to federal record centers to include all paperwork. Establishes priority for review of records. Performs records searches. A working knowledge of databases and spreadsheets required.

Requirements: A college degree with an advanced degree preferred, minimum of five years of records management or archivist experience, and a security clearance when required.

3.   Records Analyst

General Experience: Responsible for retrieval, review, evaluation, and disposition of records at a client or corporate site.

Duties: Evaluates and a makes a disposition determination based on applicable guidance. Prepares necessary forms to record contents and disposition of documents or does this electronically. Responsible for compliance with operational and security procedures required at the records site.

Requirements: High school diploma or equivalent. Requisite security clearance must be able to lift boxes weighing 40 pounds, ability to quickly read and comprehend a variety of documents addressing complex issues. One to three years general experience.

4.   Records Analyst Supervisor

General Experience: Performs analysis and inventories of records in general office, field offices, plants, and corporate and remote record centers. Oversee work of members of team.

Duties: Supervises the records analysts as they analyze records in accordance with applicable procedures. Ensures entries are properly made for each record. Conducts quality assurance reviews as required. Ability to teach new employees to be records analysts or to perform quality assurance reviews.

Requirements: High school diploma or equivalent. Minimum of three years of experience as a Records Analyst. Experience applying DoD Information Security Standards; knowledge of DoD 5015.2 STD; knowledge of Executive Order 12958 as amended knowledge of DoD 5015.2 STD; knowledge of the Freedom of Information Act and Privacy Act as applicable. A security clearance when required.

5.   Subject Matter Expert

General Experience: Provides specific technical and/or functional guidance, reflecting detailed, expert knowledge of a specific area or function. Demonstrated written and oral communication skills, including white papers and formal presentations.

Duties: Possesses requisite knowledge and expertise in related subject matter.

Requirements: A college degree with advanced degree preferred a minimum of 5 years experience in the subject matter, and the requisite security clearance.

6.   Administrative Assistant

General Experience: Provides clerical/administrative support to project manager or customer. This includes clerical duties such as photocopying, compiling records, filing, and posting information.

Duties: Applies knowledge of department policies and procedures and utilizes a general understanding of other departments' functions. Maintains records, prepares forms, verifies information, orders supplies, and resolves routine problems.

Requirements: High school diploma or equivalent. Ability to type 80 words a minute, knowledge of MS Office suite, a general understanding of standard office equipment, and a security clearance if required. One to three years general experience.

7.   Database Administrator

General Experience: Perform database and applications systems support, including design, definition and application development. Supervise monitoring and tuning, integration assurance and recovery.

Duties: Supervise the installation, maintenance and support of system software. Serve as primary point of contact to the client and outside agencies on database issues.

Requirements: A Bachelor's Degree in Computer Science or related field, or equivalent experience. Training and at least one to three years of experience with MS SQL 2000 or higher databases and query language. Training and at least one to three years of experience with MS Access 97 and MS Excel 97 or higher application. A security clearance if required.

8.   Data Entry Technician

General Experience: Requires basic computer skills and attention to detail.

Duties: Operates a data entry device to enter and/or verify a variety of standard and/or complex coded or un-coded data into a computer with speed and accuracy. May require interpretation of source documents.

Requirements: High school diploma or equivalent. Ability to type 60 words a minute and use standard data entry equipment. A security clearance if required.

9.   Configuration Management Specialist

General Experience: Designs and establishes management documentation. Authorizes the release of drawings, and software configuration changes specified by management and other functional groups

Duties: Develops and maintains computer or web based classification or other user guides and publications.   Maintains and safeguards software.

Requirements: A Bachelor's Degree in computer science or related field or equivalent experience. Knowledge of DoD Automated Information Systems Documentation Standards MIL-STD-498, Software Development and Documentation and DoD Regulation 5015.2 Records Management Directives, when required. Experience with Visual Studio, on-line help systems and web mastering and HTML development also required for this position. A security clearance if required. One to three years general experience.

10.   Systems Analyst

General Experience: Formulates system scope and objectives. Analyzes and evaluates existing or proposed systems and software and devises or modifies procedures to process data and solve problems.

Duties: Monitors performance of computing equipment, network operations and physical environment; coordinates equipment installation, delivery and maintenance schedules.

Requirements: A Bachelor's Degree in computer science or related field or equivalent experience. Knowledge of DoD Automated Information Systems Documentation Standards MIL-STD-498 and Software Development and Documentation, when required. A security clearance if required. One to three years general experience.

11.   Document Specialist

General Experience: Responsible for the assisting in the development, inventory, storage, distribution and destruction of forms as required under set practices and assists in the administration of the Records Management

Duties: Processes and fills requests for forms, which includes pulling orders, checking quantity, packaging for shipment to area offices and delivering to employees. Creates and updates forms by using computer design software. Knowledge of computer software. Ability to communicate in an effective and professional manner with internal and external contacts.

Requirements: A Bachelor's Degree in computer science or related field or equivalent experience. Knowledge of DoD Automated Information Systems Documentation Standards MIL-STD-498 and Software Development and Documentation, when required. A security clearance if required. One to three years general experience.

12.   Functional Area Analyst

General Experience: Must have a minimum of five (5) years related functional experience in an area such as computer science, engineering, logistics, finance, procurement, materiel management.

Duties: Typical duties include analysis, planning, establishment of requirements, functional modeling, development of procedures, development of functional architectures, and other related managerial and technical areas. Expertise is required in specialty areas.

Requirements: Bachelor's degree. Advanced professional military education in computer science, engineering, logistics, finance, procurement, materiel management. A security clearance if required.

13.   Document Preparation Clerk

General Experience: Responsible for the preparation of documents in the development, inventory, storage, distribution and destruction of forms as required under set practices and assists in the administration of the Records Management System. Knowledge of computer software. Ability to communicate in an effective and professional manner with internal and external contacts.

Duties: Prepares documents for scanning, fills requests for forms, which includes pulling orders, checking quantity, packaging for shipment to area offices and delivering to employees.

Requirements: High school diploma or equivalent. Knowledge of DoD Automated Information Systems Documentation Standards MIL-STD-498 and Software Development and Documentation, when required. A security clearance if required. One to five years general experience.

14.   Scanning Clerk

General Experience: Operates scanning equipment to perform efficient storage and retrieval of records, documents, and drawings. Functions as trainee operative on equipment and processes.

Duties: Prepare internal and external documents for scanning including fastener removal, repair of damage, and legibility enhancement. Determine appropriate scanner and scanner settings based on document type, planned processing, and document characteristics. Store image and text files within Document Management System file structure and create/update properties to provide retrieval. Helps to set up indexes and print services and maintains accurate catalogs of materials. Prepare materials: organize; pull staples, paper clips, etc. Edit all information. Retrieve information as requested. Maintain card file and storage.

Requirements: High School diploma or equivalent, one to two years of related experience, and a security clearance if required.

15.   Indexing Clerk

General Experience: Requires basic computer skills and operation of scanning equipment to perform efficient storage and retrieval of records, documents, and drawings. Functions as trainee operative on equipment and processes.

Duties: Validates Scanning Clerk's work, compares data for accuracy by visual inspection, and crops image. Stores image and text files within Document Management System file structure and creates/updates properties to provide retrieval. Sets up indexes and print services and maintains accurate catalogs of materials. Prepares materials: organizes; pulls staples, paper clips, etc. Edits all information. Retrieves information as requested. Maintains card file and storage.

Requirements: Requires High School diploma or equivalent, one to two years of related experience, and a security clearance if required.   One to three years general experience.

16.   Quality Control Monitor/Clerk

General Experience: Develops, applies, revises, and maintains quality standards for receiving, in-process, and final inspection in accordance with company and contractual requirements.

Duties: Writes inspection procedures. Assists in reviewing and evaluating in-process rejections, obtains disposition, and implements corrective action as needed. Participates in audits. May provide technical support to inspection personnel.

Requirements: Bachelor's degree or equivalent, two to five years of related experience, and a security clearance if required.

17.   Quality Assurance Tech

General Experience: Defines and develops quality standards for receiving, in-process, and final inspection in accordance with company and contractual requirements.

Duties: Reviews and evaluates complex in-process rejections and implements corrective action as needed. Interfaces with customers, vendors, and various company departments to resolve quality problems and provide information. Participates in and may lead audits. May provide work leadership for lower level employees.

Requirements: Bachelor's degree or equivalent, five to seven years of related experience, and a security clearance if required.

18.   Systems Engineer

General Experience: Position may require expertise in the following areas: 4GL object-oriented client server technology (e.g., Visual Basic C++, etc.); database technology (e.g., SQL, ODBMS, RDBMS (e.g., INFORMIX, MS Access, ODBC); network operating systems (e.g., Windows, UNIX, Novell, etc.); electronic publishing tools, techniques, and environments (e.g., Folio Views, MS WOSA, etc.); and Internet Web technology.

Duties: Performs professional assignments in the general areas of computer hardware and software such as analysis of computer systems, protocols, computer operations, interfaces,

programming and database structuring and management, evaluation of computer test plans and procedures. He/she translates user requirements into hardware, software, and communications requirements and solutions.

Requirements: A Bachelor's Degree in computer science or related field or equivalent experience. Knowledge of DoD Automated Information Systems Documentation Standards MIL-STD-498 and Software Development and Documentation, when required. A security clearance if required.

19.   Network Engineer

General Experience: Maintains data files and control procedures for a complex system of networked computers or for a single group of microcomputers linked to a host workstation, or mainframe.

Duties: Responsible for system security and data integrity. Assigns passwords and monitors use of resources, backs up files as required and responds to management requests for information.

Requirements: Bachelor's degree (in Computer Science or related field) or equivalent, two to four years of related experience, and a security clearance if required.

20.   Computer Maintenance Tech

General Experience: Maintains, repairs, and installs various types of electronic equipment and related devices. Possesses a detailed understanding of the interrelationships of circuits and is able to exercise independent judgment in performing such tasks as making circuit analysis, calculating wave forms, and tracing relationships in signal flow.

Duties: Maintains, repairs, and installs various types of electronic equipment and related devices. Applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operations.

Requirements: An Associate's degree, vocational, or certification or equivalent, one to three years of related experience, and a security clearance if required.