

Labor Category Definitions

1. Program Manager

General Summary:

Directs the performance of a variety of related projects which may be organized by technology, program or client. Oversees the engineering development and/or application, marketing, and resource allocation within program client base.

Principal Duties and Responsibilities:

- Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items.
- Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point of contact with client regarding program activities.
- Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation
- Manages program consisting of multiple projects including project identification, design, development and delivery.
- Maintains the development and execution of business opportunities based on broad, general guidance. Responsible for marketing new technology and follow-on business acquisitions.
- Confers with project manager to provide technical advice and to assist with problem resolution.
- May perform other duties as assigned.

Job Specifications:

- Program Manager II -
Bachelor's Degree or equivalent and 15 yrs of general experience.
- Program Manager I -
Bachelor's Degree or equivalent and 10 yrs of general experience.

2. Senior Principal Engineer

General Summary:

Serves as a point of expert knowledge in the overall application of engineering disciplines and guidance in the integration of various engineering systems.

Principal Duties and Responsibilities:

Coordinates the resolution of systems-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of engineering applications. Works directly with supervisors and other senior staff operations.

Job Specifications:

- Senior Principal Engineer -
Master's Degree or equivalent and 10 yrs of engineering experience.

3. Senior Principal Investigator

General Summary:

Serves as a point of expert knowledge in the overall application of engineering disciplines and guidance in the integration of various engineering systems.

Principal Duties and Responsibilities:

Coordinates the resolution of systems-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of engineering applications. Works directly with supervisors and other senior staff operations.

Job Specifications:

- Senior Principal Investigator -
Bachelor's Degree or equivalent and 15 yrs of engineering experience.

4. Project Manager/Task Leader

General Summary:

Manages project operations. Ensures production schedules are met. Ensures system resources are used effectively.

Principal Duties and Responsibilities:

Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of engineering applications. Supervises staff operations.

Job Specifications:

- Project/Task Leader - Bachelor's Degree or equivalent and 12 yrs of general experience.

5. Senior Engineer/Scientist

General Summary:

Performs a variety of engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation, including personnel, hardware, software and support facilities and/or equipment. Performs with latitude for un-reviewed actions and decisions.

Principal Duties and Responsibilities:

- Plans and performs engineering research, design development, and other assignments in conformance with design, engineering and customer specifications. .
- Supervises team of Engineers through project completion.
- Responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level engineers.
- Coordinates the activities of Engineers and Technicians assigned to specific engineering projects.
- May perform other duties as required.

Job Specifications:

- Senior Engineer/Scientist L3 - Bachelor's Degree or equivalent and 25 yrs of general experience.
- Senior Engineer/Scientist L2 - Bachelor's Degree or equivalent and 15 yrs of general experience.
- Senior Engineer/Scientist L1 - Bachelor's Degree or equivalent and 12 yrs of general experience.

6. Engineer/Scientist

General Summary:

Under supervision performs a variety of engineering tasks which are broad in nature and are concerned with the design and implementation, including personnel, hardware, software and support facilities and/or equipment. Performs with some latitude for un-reviewed actions and decisions.

Principal Duties and Responsibilities:

- Plans and performs engineering research, design development, and other assignments in conformance with design, engineering and customer specifications.
- Responsible for the technical/engineering part of a major project or a project of lesser complexity and importance than those normally assigned to a higher level engineer.
- Coordinates the activities of Technicians assigned to specific engineering projects.
- May perform other duties as assigned.

Job Specifications:

- Engineer/Scientist IV - Bachelor's Degree or equivalent and 10 yrs of general experience.

- Engineer/Scientist III -
Bachelor's Degree or equivalent and 8 yrs of general experience.
- Engineer/Scientist II -
Bachelor's Degree or equivalent and 6 yrs of general experience.
- Engineer/Scientist I -
Bachelor's Degree or equivalent and 4 yrs of general experience.

7. **Junior Engineer Scientist**

General Summary:

Under supervision, assists in defining and executing engineering activities within a project. These activities may consist of planning, performance management, capacity planning, testing and validation, benchmarking, engineering, and development and staffing of a engineering management plan.

Principal Duties and Responsibilities:

- Performs engineering planning, performance management, capacity planning, testing and validation, benchmarking.
- Development and staffing of a engineering management plan.
- Supports project Engineers, as required.
- Analyzes and develops technical documentation detailing the integration and system performance.
- May perform other duties as assigned.

Job Specifications:

- Junior Engineer/Scientist II-
Bachelor's Degree or equivalent and 2 yrs of general experience.
- Junior Engineer/Analyst I-
Bachelor's Degree or equivalent and 0 yrs of general experience.

8. **Production Engineer**

General Summary:

Under supervision performs a variety of engineering analysis tasks which are broad in nature and are concerned with the design and implementation, including personnel, hardware, software and support facilities and/or equipment. Performs with some latitude for un-reviewed actions and decisions.

Principal Duties and Responsibilities:

- Plans and performs analysis of engineering research, design development, and other assignments in conformance with design, engineering and customer specifications.
- Responsible for the technical/analysis/engineering part of a major project with complexity and importance..
- Coordinates the activities of Technicians assigned to specific analysis/engineering projects.
- May perform other duties as assigned.

Job Specifications:

- Production Engineer -
Bachelor's Degree or equivalent and 10 yrs of general experience.

9. **Systems Engineer/Analyst**

General Summary:

Under supervision performs a variety of engineering analysis tasks which are broad in nature and are concerned with the design and implementation, including personnel, hardware, software and support facilities and/or equipment. Performs with some latitude for un-reviewed actions and decisions.

Principal Duties and Responsibilities:

- Plans and performs analysis of engineering research, design development, and other assignments in conformance with design, engineering and customer specifications.
- Responsible for the technical/analysis/engineering part of a major project with complexity and importance..
- Coordinates the activities of Technicians assigned to specific analysis/engineering projects.
- May perform other duties as assigned.

Job Specifications:

- Systems Engineer/Analyst IV -
Bachelor's Degree or equivalent and 14 yrs of general experience.
- Systems Engineer/Analyst III -
Bachelor's Degree or equivalent and 12 yrs of general experience.
- Systems Engineer/Analyst II -
Bachelor's Degree or equivalent and 10 yrs of general experience.
- Systems Engineer/Analyst I -
Bachelor's Degree or equivalent and 8 yrs of general experience.

10. Engineer/Analyst

General Summary:

Works under supervision to perform a variety of analysis tasks which are broad in nature and are concerned with the analysis, design and implementation, including support facilities and/or equipment.

Principal Duties and Responsibilities:

- Supports the planning and performance of engineering and customer specifications.
- Supports the technical/engineering activities related to the development and integration, of testing of a project assigned to higher level engineers.
- Works under the supervision of a Sr. Engineers or project manager
- May perform other duties as assigned.

Job Specifications:

- Analyst IV -
Bachelor's Degree or equivalent and 7 yrs of general experience.
- Analyst III -
Bachelor's Degree or equivalent and 5 yrs of general experience.
- Analyst II -
Bachelor's Degree or equivalent and 3 yrs of general experience.
- Analyst I -
Bachelor's Degree or equivalent and 0 to 2 yrs of general experience.

○

11. Administrative Support

General Summary:

Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, mail services, records, data input, etc.

Principal Duties and Responsibilities:

- Specializes in coordinating and planning office administration and support.
- Understands and provides documentation planning and support, project administration, general office

support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc., required in changing office environments.

- May perform other duties as required.

Job Specifications:

- Administrative Support III -
High School Diploma or G.E.D. or equivalent degree program. 4 yrs experience.
- Administrative Support II -
High School Diploma 1 yr of general experience and 3 yrs experience.
- Administrative Support I -
High School Diploma or G.E.D.

Substitution/Equivalency

- GED or vocational degree = high school diploma
- AS/AA degree = two (2) yrs general experience
- BS/BA = six (6) yrs general experience
- MS/MA = four (4) yrs general experience
- Ph.D. = three (3) yrs general experience

Example: MS/MA degree = BS/BA + (4) yrs of general experience