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Authorized Federal Supply Schedule Pricelist

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**Schedule for - MANAGEMENT, ORGANIZATIONAL AND BUSINESS
IMPROVEMENT SERVICES (MOBIS)**

Special Item No. 874-1 Consulting Services
Special Item No. 874-2 Facilitation Services
Special Item No. 874-6 Privatization Support Services and Documentation (A-76)
Special Item No. 874-7 Program Integration and Project Management Services

Federal Supply Group: 874 Class: R799

Contract Number: GS-10F-0052M

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**Contract Period: November 01, 2006 through October 31, 2011
MOD PS-005 – April 2008**

**Contractor: LLH & ASSOCIATES, LLC
300 Turners Neck Road
Toano, VA 23168-8603**

Business Size: Small, Woman Owned Business

Telephone: 757-566-0445

FAX Number: 757-566-0559

Web Site: <http://www.llh-associates.com/>

E-mail: laura.hineman@llh-associates.com

Contract Administration: Laura Lee Hineman

CUSTOMER INFORMATION:

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 874-1, 2, 6 and 7**
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**
2. **Maximum Order: \$1,000,000.00**
3. **Minimum Order: \$300.00**
4. **Geographic Coverage (delivery Area): FOB Domestic Only**
5. **Point(s) of production (city, county, and state or foreign country): Same as company address.**
6. **Discount from list prices or statement of net price: Government net prices (discounts already deducted). See the following.**
7. **Quantity discounts: None Offered**
8. **Prompt payment terms: Net 30 days**
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes**
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will**
10. **Foreign items (list items by country of origin): None**
- 11a. **Time of Delivery (Contractor insert number of days): Specified on the Task Order**

- 11b. Expedited Delivery.** The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements.** The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s): Destination**
- 13a. Ordering Address(es): Same as company address**
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://www.fss.gsa.gov/schedules>).
- 14. Payment address(es): Same as company address**
- 15. Warranty provision:** Contractor's standard commercial warranty
- 16. Export Packing Charges (if applicable): N/A**
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor**
- 18. Terms and conditions of rental, maintenance, and repair (if applicable): N/ A**
- 19. Terms and conditions of installation (if applicable): N/A**
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A**
- 20a. Terms and conditions for any other services (if applicable): N/A**
- 21. List of service and distribution points (if applicable): N/A**
- 22. List of participating dealers (if applicable): N/A**

- 23. Preventive maintenance (if applicable): N/A**
- 24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: <http://www.section508.gov/>.**
- 25. Data Universal Numbering System (DUNS) number: 01-6115953**
- 26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered**

PRODUCTS AND SERVICES

SIN 874-1 Consulting Services

The scope of LLH & Associates (LLH) Consulting Services ranges from small-scale to long-term efforts. These efforts can consist of simply assisting our clients in single process evaluations to performing a major effort involving the development of all actions needed to turn conceptual ideas into reality. Our LLH MOBIS consultants will assist managers and workers at all levels of your organization to analyze, improve, design, manage or assess business processes throughout your organization. We have trained professionals with a combined knowledge base of over 200 years of experience.

Examples of LLH Consultation include:

- Develop strategic, business, action and implementation plans
- Determine process cycle time and recommend improvements
- Analyze cycle time for process and productivity improvements
- Assist in development of balanced assessment and measurement systems
- Develop vision, mission, and objective statements
- Assist in the design, continuous improvement, or reengineering of work processes
- Assist in organizational design or restructuring to become effective and efficient in a process-centered organization
- Measure continued progress towards satisfying customer requirements and meeting organizational objectives
- Perform baseline assessments of organizational culture and daily operations
- Determine effects of change on customers, workforce, and organizational effectiveness
- Program audits, and evaluations
- Develop leadership and management methods, procedures, and systems

SIN 874-2 Facilitation Services

LLH facilitators are experts in guiding internal management and improvement teams as they perform data analyses, process evaluation and improvement, and program management efforts. We are also experienced management meeting facilitators for other activities, to include recurring management updates and decision-making forums. Our MOBIS experts will facilitate your organizational leadership and work teams in decision-making services through collaborative efforts; working groups; or integrated product, process, or self-directed teams. These services include assistance in areas such as strategic planning; executive and management-level decision-making; customer focus groups; or analysis, process or product development teams. Facilitation services include team selection; charter development; analysis documentation; storyboard; and report development assistance.

Examples of LLH Facilitation Services include:

- The use of problem solving techniques
- Resolving disputes, disagreements, and divergent views
- Providing a draft for the permanent record
- Defining and refining the agenda
- Logistical meeting/ conference support when performing technical facilitation
- Recording discussion content and focusing decision-making
- Debriefing and overall meeting planning
- Convening and leading large and small group briefings and discussions
- Preparing draft and final reports for dissemination

SIN 874-6 Privatization Support Services & Documentation (A-76)

Over the past two decades, the composition and roles of Government and business have changed dramatically. Nearly all Government agencies have become more involved in domestic and international issues, while at every level these same organizations are being tasked to accomplish broader missions with decreasing budgets. This evolution occurred at the same time as the need for establishing faster, leaner customer support systems. Efficiency and effectiveness have become the watchwords.

LLH & Associates is prepared to put our experience to work helping Government and business activities save precious dollars, while maintaining mission focus during privatization implementation. We will assist in development of strategic solutions, analysis of existing workflow and support processes, performance of audits and evaluations, and many other services necessary to assess or improve operational, support, or knowledge infrastructures.

Examples of LLH Privatization Support Services & Documentation (A-76) include:

- Develop strategic, business, action and implementation plans
- Determine process cycle time and recommend improvements
- Analyze cycle time for process and productivity improvements
- Assist in development of balanced assessment and measurement systems
- Develop vision, mission, and objective statements
- Assist in the design, continuous improvement, or reengineering of work processes
- Develop leadership and management methods, procedures, and systems
- Measure continued progress towards satisfying customer requirements and meeting organizational objectives
- Perform baseline assessments of organizational culture and daily operations
- Determine effects of change on customers, workforce, and organizational effectiveness
- Perform program audits, and evaluations
- Assist in organizational design or restructuring to become effective and efficient in a process-centered organization

SIN 874-7 Program Integration and Project Management Services

LLH & Associates' approach to accomplishing program integration and management services is simple. We concentrate on identifying essential project elements then develop detailed action plans to ensure each action is effectively planned and accomplished. We provide the customer with recurring status reports and feedback sessions to ensure our actions remain consistent with their long-range goals. We then apply the changes identified to the customers' organizational environment and business needs.

In the early stages of project development, we will analyze system requirements, define the actions necessary to achieve your goals, and develop plans and procedures to guide your organization toward accomplishment. We will develop procedural manuals, process flow diagrams, and other necessary items to support your needs. As your project moves from conceptual development into its operational phase, we apply standardized management concepts to ensure all activities remain on track and integrated with other efforts. We will assist in development of metrics needed for assessment and logical changes to existing processes. We will also develop assessment tools and reports necessary for your organization to meet the requirements of the International Standards Organization (ISO), Malcolm Baldrige National Quality Award (MBNQA), Presidential Award for Quality (PAQ), or the Senate Productivity Award (SPA).

Examples of LLH Program Integration and Project Management Services include:

- Acquisition Systems Improvement
- Activity-based Costing Analyses
- Agile Decision, Production, and Support Systems
- Asset and Supply Management
- Aviation and Aviation Support
- Award and Certification Nomination Packages
- Balanced Scorecard Assistance
- Benchmarking and Best Practices
- Business and Organizational Assessments
- Collaborative Decision Systems
- Computer-Aided Decision Systems
- Computer and Network Systems
- Independent Studies and Data Analyses
- Implementation and Action Plan Development
- Leadership and Supervisory Fundamentals
- Leadership in a Process-Centered Organization
- Logistics Management and Support
- Medical and Hospital Services and Operations
- Marine and Shipboard Operations
- Organizational Performance Measurement
- Personnel Management
- Process Analysis and Development
- Process Improvement Teams
- Production Line Activities

- Communicating Change in the Organization
- Concepts Development
- Customer Feedback Assessments
- Customer Interface Improvements
- Customer Service Assessments
- Decision and Logic Tree Development
- Distribution Assessments and Improvements
- Employee Development
- Employee Assessments and Surveys
- Force Projection and Combat Deployment
- Government Directives Development
- Quality Function Deployment
- Quality Management Fundamentals
- Quality Tools and Techniques
- Specifications and Metrics Development
- Site Planning and Operation
- Strategic Plan Development
- Team Building
- Technical Proposal Development
- Technical Publication Development
- Vision, Mission, and Objective Development

GOVERNMENT AWARDED PRICES (NET PRICES):

LLH & Associates accepts Labor Hour (LH) or Firm Fixed Price (FFP).

PRICES APPLY TO SIN NUMBER(S): 874-1, 874-2, 874-6 & 874-7**

All pricing includes IFF of .75%.

RATE CODE	LABOR CATEGORY NAME	HOURLY	DAILY
LLHSC001	Specialized Consultant Level 1	\$ 233.99	\$ 1,871.92
LLHSC002	Specialized Consultant Level 2	\$ 200.99	\$ 1,607.92
LLHSC003	Specialized Consultant Level 3	\$ 171.99	\$ 1,375.92
LLHSC004	Specialized Consultant Level 4	\$ 149.99	\$ 1,199.92
LLHSC005	Specialized Consultant Level 5	\$ 129.99	\$ 1,039.92
LLHSC006	Specialized Consultant Level 6	\$ 114.99	\$ 919.92
LLH001	Program Manager	\$ 101.01	\$ 808.08
LLH002	Deputy Program Manager	\$ 94.25	\$ 754.00
LLH003	Principal Project Manager/Team Leader	\$ 85.84	\$ 686.72
LLH004	Project Manager/Team Leader	\$ 68.34	\$ 546.72
LLH005	Assistant Project Manager/Team Leader	\$ 52.94	\$ 423.52
LLH006	Project Technical Director	\$ 97.98	\$ 783.84
LLH007	Deputy Project Technical Director	\$ 91.30	\$ 730.40
LLH008	Assistant Project Technical Director	\$ 71.21	\$ 569.68
LLH009	Sr. Executive Consultant	\$ 89.53	\$ 716.24
LLH010	Executive Consultant	\$ 75.98	\$ 607.84
LLH011	Sr. Management Consultant/Facilitator	\$ 65.09	\$ 520.72
LLH012	Management Consultant/Facilitator	\$ 56.05	\$ 448.40
LLH013	Assistant Management Consultant/Facilitator	\$ 50.03	\$ 400.24
LLH014	Associate Management Consultant/Facilitator	\$ 43.15	\$ 345.20
LLH015	Apprentice Management Consultant / Facilitator	\$ 27.83	\$ 222.64
LLH016	Sr. Information Technology (IT) Consultant	\$ 73.93	\$ 591.44
LLH017	IT Consultant	\$ 66.34	\$ 530.72
LLH018	IT Consultant Assistant	\$ 47.95	\$ 383.60
LLH019	IT Consultant Associate	\$ 43.47	\$ 347.76
LLH020	IT Consultant Apprentice	\$ 29.71	\$ 237.68
LLH021	Senior Technical Writer	\$ 65.09	\$ 520.72
LLH022	Technical Writer	\$ 56.05	\$ 448.40
LLH023	Sr. Data Analyst	\$ 54.94	\$ 439.52
LLH024	Data Analyst	\$ 50.86	\$ 406.88
LLH025	Data Analyst Assistant	\$ 40.42	\$ 324.16

RATE CODE	LABOR CATEGORY NAME	HOURLY	DAILY
LLH026	Data Analyst Associate	\$ 34.03	\$ 272.24
LLH027	Data Analyst Apprentice	\$ 24.41	\$ 195.28
LLH028	Researcher	\$ 36.75	\$ 294.00
LLH029	Researcher Assistant	\$ 28.34	\$ 226.72
LLH030	Researcher Associate	\$ 25.98	\$ 207.84
LLH031	Researcher Apprentice	\$ 21.62	\$ 172.96
LLH032	Graphics Designer	\$ 33.21	\$ 265.68
LLH033	Graphics Designer Assistant	\$ 29.87	\$ 238.96
LLH034	Graphics Designer Apprentice	\$ 24.72	\$ 197.76
LLH035	Executive Administrative Technician	\$ 42.45	\$ 339.60
LLH036	Sr. Administrative Technician	\$ 34.71	\$ 277.68
LLH037	Administrative Technician	\$ 27.35	\$ 218.80
LLH038	Administrative Apprentice	\$ 19.65	\$ 157.20
LLH039	Sr. Computer Hardware/LAN Consultant	\$ 54.86	\$ 438.88
LLH040	Computer Hardware/LAN Consultant	\$ 44.87	\$ 358.96
LLH041	Computer Hardware/LAN Assistant	\$ 31.64	\$ 253.12
LLH042	Computer Hardware/LAN Associate	\$ 24.92	\$ 199.36
LLH043	Computer Hardware/LAN Apprentice	\$ 20.28	\$ 162.24

LABOR CATEGORY TABLE OF CONTENTS

LLH & Associates (LLH) Labor Category Descriptions

(LLHSC001)Specialized Consultant Level 1

Position Description: Specialist that has broad, high-level knowledge and experience relevant to the specific task being performed. Possesses the capability to direct, design, or develop plans, implementation or cutover plans, integration plans, or interoperability plans based on different business environments. Has the ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data. Supervises or manages the planning and is considered a leading expert in the field. Capable of supervising multiple teams of specialty individuals working on highly complex projects. Provides lead analysis for translating customer needs into usable products, plans, or implementation plans. Provides leadership or direction on innovative research associated with project execution. Performs management responsibilities for a program or staff for assigned projects. Provides in-depth analysis on network interoperability, topologies, technologies, interfaces, and protocols. May perform other duties as required.

Minimum Education: Doctorate in related field or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Eight (8) years general work experience in relevant field.

(LLHSC002)Specialized Consultant Level 2

Position Description: Specialist that has in-depth knowledge of multiple aspects of plan and project integration. Has the ability to use experience and technical judgment to reach conclusions in the face of limited and/or uncertain data. Supervises or manages the implementation of specific aspects of project planning and is capable of supervising a team of specialty Engineers working on highly complex projects. Provides lead specialty expertise for specific projects. Provides technical support in one or more specific areas associated with project execution, interoperability, or integration. Performs technical lead management responsibilities for specific technical areas of assigned projects. Provides in-depth analyses on network interoperability, topologies, technologies, interfaces, and protocols. May perform other duties as required.

Minimum Education: Doctorate in related field or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Six (6) years general work experience in relevant field.

(LLHSC003)Specialized Consultant Level 3

Position Description: Specialist that has broad knowledge of multiple aspects of plan or program integration. This individual possesses broad knowledge in one or more relevant areas and may possess specialized knowledge in one or more areas. Capable of working alone on specific tasks associated with the implementation of specific aspects of a complex projects and is capable of providing limited guidance or supervision of Engineers or specialists in highly complex projects. Provides general support for plan and program integration. Provides technical support in one or more specific areas of research associated with assigned tasks. Provides support for the development of technical analysis, white papers, or research for specific technical areas on a project. Provides general analysis on interoperability with existing protocols or services. May perform other duties as required.

Minimum Education: A Master's Degree in related field. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Four (4) years general work experience in relevant field.

(LLHSC004)Specialized Consultant Level 4

Position Description: Specialist that has broad knowledge of multiple aspects of plan or program integration. This individual possesses broad knowledge in one or more relevant areas and may possess specialized knowledge in one or more areas. Capable of working alone on specific tasks associated with the implementation of specific aspects of a complex projects and is capable of providing limited guidance or supervision of Engineers or specialists in highly complex projects. Provides general support for plan and program integration. Provides technical support in one or more specific areas of research associated with assigned tasks. Provides support for the development of technical analysis, white papers, or research for specific technical areas on a project. Provides general analysis on interoperability with existing protocols or services. May perform other duties as required.

Minimum Education: A Master's Degree in related field. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Three (3) years general work experience in relevant field.

(LLHSC005) Specialized Consultant Level 5

Position Description: Specialist that has broad knowledge of multiple aspects of plan or program integration. This individual possesses broad knowledge in one or more relevant areas and may possess specialized knowledge in one or more areas. Capable of working alone on specific tasks associated with the implementation of specific

aspects of a complex projects and is capable of providing limited guidance or supervision of Engineers or specialists in highly complex projects. Provides general support for plan and program integration. Provides technical support in one or more specific areas of research associated with assigned tasks. Provides support for the development of technical analysis, white papers, or research for specific technical areas on a project. Provides general analysis on interoperability with existing protocols or services. May perform other duties as required.

Minimum Education: A Master's Degree in related field. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Two (2) years general work experience in relevant field.

(LLHSC006)Specialized Consultant Level 6

Position Description: Specialist that has broad knowledge of multiple aspects of plan or program integration. This individual possesses broad knowledge in one or more relevant areas and may possess specialized knowledge in one or more areas. Capable of working alone on specific tasks associated with the implementation of specific aspects of a complex projects and is capable of providing limited guidance or supervision of Engineers or specialists in highly complex projects. Provides general support for plan and program integration. Provides technical support in one or more specific areas of research associated with assigned tasks. Provides support for the development of technical analysis, white papers, or research for specific technical areas on a project. Provides general analysis on interoperability with existing protocols or services. May perform other duties as required.

Minimum Education: A Master's Degree in related field. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: One (1) year or less general work experience in relevant field.

(LLH001) Program Manager

Position Description: Provides management and procedural direction to program managers or other action and/or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technological, administrative, and managerial problems. Approves work plan and staffing for each phase of the project. Approves recruitment and/or assignment of all project personnel. Person in charge responsible for project planning, execution, and performance. Serves as LLH counterpart to Program, or Project Manager. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls all specialized and administrative activities of designated projects to ensure goals or objectives are

accomplished within prescribed time frame and funding parameters. Supervises deputy program managers and assigned action and/or project personnel in accomplishing assigned tasks. Reviews and accepts the quality of work performed on the job. Makes administrative judgments and provides advice on resolving problems.

Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

(LLH002) Deputy Program Manager

Position Description: Provides management and procedural direction to program managers or other action and/or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technological, administrative, and managerial problems. Designs and establishes work plan and staffing for each phase of project. Arranges for recruitment and/or assignment of all program personnel. Second-in-command responsible for project planning, execution, and performance. Serves as the Deputy LLH counterpart to Senior Agency, Program, or Project Manager. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls practical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises assigned action and/or program personnel in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative decisions and provides advice on resolving problems. Coordinates project activities with program manager.

Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Minimum five (5) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

(LLH003) Principal Project Manager / Team Leader

Position Description: Provides management and procedural direction to action and/or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technological, administrative, and

managerial problems. Designs and establishes work plan and staffing for each phase of project. Arranges for recruitment and/or assignment of all project personnel. Responsible for successful project planning, execution, and performance. Serves as the LLH counterpart to Project Managers/Team Leaders. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls practical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises assigned action and/or project personnel in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative decisions and provides advice on resolving problems. Coordinates project activities and progress with program manager.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience: Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

(LLH004) Project Manager / Team Leader

Position Description: Provides procedural direction to action and/or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technological, administrative, and procedural problems. Designs and establishes work plan and staffing for each phase of project. Arranges for recruitment and/or assignment of all project personnel. Responsible for successful project planning, execution, and performance. Serves as the LLH counterpart to Project Managers/Team Leaders. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls practical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises assigned action and/or project personnel in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative decisions and provides advice on resolving problems. Coordinates project activities and progress with program manager.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience: Minimum five (5) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

(LLH005) Assist Project Manager / Team Leader

Position Description: Provides procedural direction to action and/or project personnel as assigned. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technological, administrative, and managerial problems. Implements work plan and staffing for each phase of project. Assists in the recruitment and/or assignment of all project personnel. Responsible for successful project planning, execution, and performance. Serves as the LLH counterpart to Project Managers. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls practical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Oversees assigned action and/or project personnel in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative decisions and provides advice on resolving problems. Coordinates project activities and progress with Project Manager/Team Leader.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience: Minimum three (3) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

(LLH006) Project Technical Director

Position Description: Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Provides technical direction and advice to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical or conceptual problems. Integrates project technical needs into work plan timeline. Identifies required skill sets for each phase of project. Participates in recruitment or assignment of project personnel. Responsible for project planning, execution, and successful performance. Serves as the LLH advisor to Senior Agency, Program, or Project Managers. Develops simple to moderately complex project requirements from inception to conclusion. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions.

Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Minimum five (5) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

(LLH007) Deputy Project Technical Director

Position Description: Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Provides technical direction and advice to project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical or conceptual problems. Integrates project technical needs into work plan timeline. Identifies required skill sets for each phase of project. Participates in recruitment or assignment of project personnel. Responsible for project planning, execution, and successful performance. Serves as the Deputy LLH Advisor to Senior Agency, Program, or Project Managers. Develops simple to moderately complex project requirements from inception to conclusion. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).

Experience: Minimum three (3) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

(LLH008) Assistant Project Technical Director

Position Description: Demonstrates subject matter expertise and communication skills required to successfully interface with all levels of management. Provides technical assistance to project personnel. Regularly exercises independent judgment in solving complex and unusual technical or conceptual problems. Integrates project technical needs into work plan timeline as assigned. Works simple to moderately complex project tasks from inception to conclusion. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Assists client as tasked to

define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).

Experience: Minimum three (3) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

(LLH009) Sr. Executive Consultant

Position Description: Serves as LLH Senior Advisor to Senior Agency, Program, or Project Managers. Provides management, doctrine, and policy analysis support, and assists in or performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. Provides options for developing organizational and procedural strategies for implementing new programs/business functions. Develops new or improved mechanisms to support interaction with external organizations. Develops strategic and implementation plans and other mission-critical documents using knowledge of specific agency mission and goals. Performs independent research on agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates business plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.

Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Minimum ten (10) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

(LLH010) Executive Consultant

Position Description: Serves as LLH advisor to Program, or Project Managers. Provides management, doctrine, and policy analysis support, and assists in or performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. Provides options for developing organizational and

procedural strategies for implementing new programs/business functions. Develops new or improved mechanisms to support interaction with external organizations. Develops strategic and implementation plans and other mission-critical documents using knowledge of specific agency mission and goals. Performs independent research on agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates business plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.

Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

(LLH011) Sr. Management Consultant/Facilitator

Position Description: Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendor for related services. Ensuring that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Minimum three (3) years of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(LLH012) Management Consultant/ Facilitator

Position Description: Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendor for related services. Ensuring that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience: Minimum two (2) years of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(LLH013) Assistant Management Consultant/Facilitator

Position Description: Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services.

Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience: Minimum one (1) year of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(LLH014) Associate Management Consultant/Facilitator

Position Description: Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame.

Minimum Education: A.S./A.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate degree).

Experience: Minimum six (6) months of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(LLH015) Apprentice Management Consultant/Facilitator

Position Description: Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendors for

related services. Ensures that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame.

Minimum Education: A.S./A.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to a Associate degree).

Experience: Completed training as a facilitator with knowledge of applicable subject matter.

(LLH016) Sr. Information Technology (IT) Consultant

Position Description: Provides senior technical, procedural and administrative direction for personnel performing knowledge management and/or software analysis tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Performs detailed analysis of alternative courses of action for planning, organizing, staffing, directing and controlling all project and/or program functions. From a business viewpoint, provides client senior staff options for developing knowledge management strategies for implementing new programs/business functions, including staffing, budgeting, costing, process improvement, and acquisitions. Performs independent research on agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Develops business strategic and implementation plans, mission-critical documents, policies and organization, and implementation using knowledge of specific agency mission and goals. Ensures the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Key liaison with client senior staff.

Minimum Education: M.I.S/M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Minimum four (4) years of experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(LLH017) IT Consultant

Position Description: Provides technical, procedural and administrative direction for personnel performing knowledge management and/or software analysis tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling all project and/or program functions. From a business viewpoint, provides client options for developing knowledge management strategies for implementing new programs/business functions, including staffing, budgeting, costing, process

improvement, and acquisitions. Performs independent research on agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Develops business strategic and implementation plans, mission-critical documents, policies and organization, and implementation using knowledge of specific agency mission and goals. Ensures the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience: Minimum three (3) years of experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(LLH018) IT Consultant Assistant

Position Description: Provides technical, procedural and administrative assistance for personnel performing knowledge management and/or software analysis tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling all project and/or program functions. Assists clients in developing knowledge management strategies for implementing new programs/business functions, including staffing, budgeting, costing, process improvement, and acquisitions. Conducts research on agency requirements, communications and management information systems planning requirements and other efforts as assigned. Ensures the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience: Minimum two (2) years of experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(LLH019) IT Consultant Associate

Position Description: Provides technical, procedural and administrative assistance for personnel performing knowledge management and/or software analysis tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Assists clients in developing knowledge management strategies for implementing new programs/business functions, including staffing, budgeting, costing, process improvement, and acquisitions. Conducts research on agency requirements,

communications and management information systems planning requirements and other efforts as assigned. Ensures the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame.

Minimum Education: A.S./A.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate degree).

Experience: Minimum one (1) year of experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(LLH020) IT Consultant Apprentice

Position Description: Provides technical, procedural and administrative support for personnel performing knowledge management and/or software analysis tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Supports clients in developing knowledge management strategies for implementing new programs/business functions, including staffing, budgeting, costing, process improvement, and acquisitions. Supports research on agency requirements, communications and management information systems planning requirements and other efforts as assigned. Ensures the objectives of each task assigned are met according to applicable regulations and standards and within the proposed cost and time frame.

Minimum Education: A.S./A.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate degree).

Experience: Minimum six (6) months of experience with a knowledge of applicable standard applications.

(LLH021) Senior Technical Writer

Position Description: Develops concept and doctrine papers, technical descriptions and manuals, training products and documentation for various subject matters in development, operational, and academic environments. Organizes or conducts the necessary research to develop or revise existing materials. Integrates with other contractors or customer personnel to ensure project milestones are met. Performs independent research on agency requirements, technical systems, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates business plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).

Experience: Minimum two (2) years of technical writing experience.

(LLH022) Technical Writer

Position Description: Develops concept and doctrine papers, technical descriptions and manuals, training products and documentation for various subject matters in development, operational, and academic environments. Organizes or conducts the necessary research to develop or revise existing materials. Performs research on agency requirements, technical systems, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates business plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).

Experience: Minimum one (1) year of technical writing experience in project management, consultation, or support positions.

(LLH023) Sr. Data Analyst

Position Description: Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Develops, writes, and edits materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation. Engages in frequent interdepartmental contact and acts as liaison between customers and technical staff. Observes production, developmental, and experimental activities to determine operating procedure and detail. Familiar with current product technologies and production methods. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience: Minimum four (4) years of experience in research, analysis, or management, with two (2) years experience in writing/editing.

(LLH024) Data Analyst

Position Description: Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Develops, writes, and edits materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation. Engages in frequent interdepartmental contact and acts as liaison between customers and technical staff. Observes production, developmental, and experimental activities to determine operating procedure and detail. Familiar with current product technologies and production methods. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience: Minimum two (2) years of experience in research, analysis, or management, with one (1) year experience in writing/editing.

(LLH025) Data Analyst Assistant

Position Description: Assists in development, writing, and editing of materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation as assigned. Familiar with current product technologies and production methods. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.

Minimum Education: A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Experience: Minimum one (1) year experience in research, analysis, or administration.

(LLH026) Data Analyst Associate

Position Description: Assists in development, writing, and editing of materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation as assigned. Familiar with current product technologies and production methods. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.

Minimum Education: A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Experience: Minimum six (6) months experience in research, analysis, or administration.

(LLH027) Data Analyst Apprentice

Position Description: Assists in writing and editing materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media as assigned. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, and production of technical documents, on-line help, and other interactive documentation as assigned. Familiar with current product technologies and production methods. Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.

Minimum Education: A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Experience: Minimum one (1) year experience in research, analysis, or administration.

(LLH028) Researcher

Position Description: Overall responsible for researching specific topic matters. Performs administrative assignments requiring the ability to follow directions and procedures. Proofreads for error and proper format. Other duties include reviewing materials to be typed, answering telephones, taking messages, and making copies. May also perform other duties as required.

Minimum Education: A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Experience: Minimum two (2) years experience in research, analysis or administration.

(LLH029) Researcher Assistant

Position Description: Provides assistance to the chief project researcher. Performs administrative assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include reviewing materials to be typed, answering telephones, taking messages, and making copies. May also perform other duties as required.

Minimum Education: A.A or A.S Degree. High School diploma, or GED, and equivalent experience from employment or trade school, vocational school, or military may be substituted for the A.A/A.S degree requirement.

Experience: Minimum one (1) year experience in research, analysis or administration.

(LLH030) Researcher Associate

Position Description: Provides assistance to project researchers. Performs administrative assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include reviewing materials to be typed, answering telephones, taking messages, and making copies. May also perform other duties as required.

Minimum Education: High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service.

Experience: Minimum six (6) months experience with thorough knowledge of most commonly used word processing packages (i.e. WordPerfect and MS Word). B.A. with requisite word processing skills may be substituted for experience.

(LLH031) Researcher Apprentice

Position Description: Assists in research and research-related tasks. Performs administrative assignments requiring the ability to follow directions and procedures. Proofreads for error and proper format. Other duties include reviewing materials to be typed, answering telephones, taking messages, and making copies. May also perform other duties as required.

Minimum Education: High School diploma, GED, or equivalent experience in a related field.

Experience: None.

(LLH032) Graphics Designer

Position Description: Uses advanced desktop publishing, page layout, and/or typesetting software to design and develop high quality textual and graphic compositions to communicate complex technical information. Provides computer-based graphic art utilizing a variety of commercial-off-the-shelf software applications to edit and create original artwork and other documents such as certificates, publications, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids and exhibits. Also maintains basic skills and working knowledge of Web development programming tools, including HTML. Develops a system for scheduling and tracking requests for graphics/artwork to ensure timely and efficient completion of all work products. To provide graphical user interface design, offers specialized expertise in the design and layout of graphical user interfaces particularly screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens). Conducts studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.

Minimum Education: A.A or A.S Degree. High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service and two (2) years of experience in graphics design work may be substituted for the A.A/A.S degree requirement.

Experience: Minimum one (1) year experience in designing and using computer-based graphic applications.

(LLH033) Graphics Designer Assistant

Position Description: Uses advanced desktop publishing, page layout, and/or typesetting software to assist in the design and development of high quality textual and graphic compositions to communicate complex technical information. Provides computer-based graphic art assistance utilizing a variety of commercial-off-the-shelf software applications to edit and create original artwork and other documents such as certificates, publications, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids and exhibits. Maintains basic skills and working knowledge of Web development programming tools, including HTML. Assists in the testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy. May also perform other duties as required.

Minimum Education: High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service.

Experience: Minimum six (6) months experience in designing and using computer-based graphic applications.

(LLH034) Graphics Designer Apprentice

Position Description: Possesses basic skills and working knowledge of Web development programming tools, including HTML. Assist in the design and layout of graphical user interfaces particularly screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens). Assists testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy. May also perform other duties as required.

Minimum Education: High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service.

Experience: None.

(LLH035) Executive Administrative Technician

Position Description: Provides executive-level administrative support services for client senior staff. Capable of supervising and training senior support staff. Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies will be formulated, and for reviewing retrieved material for inclusion bibliographies. Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing and publicizing new acquisitions to employees. Performs typing assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include but are not limited to editing material to be typed, typing statistical reports, answering telephones, taking messages and making copies. Performs receptionist duties as required.

Minimum Education: A.A or A.S Degree. High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service and two (2) years of experience in administrative support work may be substituted for the A.A/A.S degree requirement.

Experience: Minimum two (2) years experience in executive administrative processes and services, to include use of standard office computer software applications.

(LLH036) Sr. Administrative Technician

Position Description: Provides administrative support services for client staff. Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies will be formulated, and for reviewing retrieved material for

inclusion bibliographies. Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing and publicizing new acquisitions to employees. Performs typing assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include but are not limited to editing material to be typed, typing statistical reports, answering telephones, taking messages and making copies. Performs receptionist duties as required.

Minimum Education: A.A or A.S Degree. High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service and two (2) years of experience in administrative support work may be substituted for the A.A/A.S degree requirement.

Experience: Minimum one (1) year experience in administrative processes and services, to include use of standard office computer software applications.

(LLH037) Administrative Technician

Position Description: Provides administrative support services for client staff. Provides user services support for database access and submissions. Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies will be formulated, and for reviewing retrieved material for inclusion bibliographies. Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing and publicizing new acquisitions to employees. Performs typing assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include but are not limited to editing material to be typed, typing statistical reports, answering telephones, taking messages and making copies. Performs receptionist duties as required.

Minimum Education: A.A or A.S Degree. High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service and two (2) years of experience in administrative support work may be substituted for the A.A/A.S degree requirement.

Experience: Minimum six (6) months experience in administrative processes and services, to include use of standard office computer software applications.

(LLH038) Administrative Apprentice

Position Description: Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research for clients and users. Performs all necessary functions for support of client libraries,

including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions. Performs typing assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include but are not limited to editing material to be typed, typing statistical reports, answering telephones, taking messages and making copies. Performs receptionist duties as required.

Minimum Education: High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service.

Experience: None.

(LLH039) Sr. Computer Hardware/LAN Consultant

Position Description: Analyzes and evaluates customer requirements for information technology systems. Identifies problem and recommends solutions in terms of user requirements, system needs, available input data, hardware/software configuration, processing requirements and overall cost and scheduling requirements. Assists in producing structured English and data flow descriptions of the proposed solutions using a structured analysis format. Translates developed methodologies into the appropriate detail design, coding requirements and final system testing requirements. Solutions can involve recommendations to alter current hardware and software configuration. Functions may apply to all engineering and scientific disciplines relating to research, development, acquisition, integration, test, and installation of fielding of information networks. Designs, develops, tests, implements and maintains communication networks. Includes evaluating and creating procedures, processes, techniques and modules necessary for creation, implementation and maintenance. Possesses knowledge of troubleshooting and monitoring tools to assist in problem resolution. Performs engineering functions in a specific engineering or scientific discipline to support the development of information network systems. Independently reviews and analyzes complex task statements, standards, specifications, engineering drawings and other documentation to determine requirements. Designs medium to highly complex assemblies and subsystems. Writes and implements test plans, obtains and analyzes test data. Prepares reports and documents. Functions may apply to all engineering scientific disciplines relating to research, development, acquisition, integration, test, and installation or fielding of information networks.

Minimum Education: M.I.S/M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Minimum four (4) years of experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(LLH040) Computer Hardware/LAN Consultant

Position Description: Provides technical expertise in the operation and monitoring of networks and associated processors. Analyzes and evaluates customer requirements for information technology systems. Identifies problem and recommends solutions in terms of user requirements, system needs, available input data, hardware/software configuration, processing requirements and overall cost and scheduling requirements. Utilizes technical and operational knowledge of all networks, processors, protocols, circuits, and monitoring and troubleshooting equipment to define and resolve problem trends and suggests changes to permanently resolve them. Participates in the test and implementation of new and enhanced network facilities.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).

Experience: Minimum two (2) years of experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(LLH041) Computer Hardware/LAN Assistant

Position Description: Provides technical assistance in the operation and monitoring of networks and associated processors. Analyzes and evaluates customer requirements for information technology systems. Assists in troubleshooting and recommends solutions in terms of user requirements, system needs, available input data, hardware/software configuration, processing requirements and overall cost and scheduling requirements. Utilizes technical and operational knowledge of all networks, processors, protocols, circuits, and monitoring and troubleshooting equipment to define and resolve problem trends and suggests changes to permanently resolve them. Participates in the test and implementation of new and enhanced network facilities.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).

Experience: Minimum one (1) year of experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(LLH042) Computer Hardware/LAN Associate

Position Description: Provides technical assistance in the operation and monitoring of networks and associated processors. Utilizes technical and operational knowledge of all networks, processors, protocols, circuits, and monitoring and troubleshooting equipment to define and resolve problem trends and suggests changes to permanently resolve them. Participates in the test and implementation of new and enhanced network facilities.

Minimum Education: A.S./A.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate degree).

Experience: Minimum six (6) months of experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

(LLH043) Computer Hardware/LAN Apprentice

Position Description: Provides technical assistance in the operation and monitoring of networks and associated processors. Utilizes technical and operational knowledge of all networks, processors, protocols, circuits, and monitoring and troubleshooting equipment to define and resolve problem trends and suggests changes to permanently resolve them. Participates in the test and implementation of new and enhanced network facilities.

Minimum Education: High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service.

Experience: Minimum three (3) months of experience with a knowledge of applicable standard applications and, if required, subject matter expertise.