

**SECTION J - ATTACHMENT J-3**

**EM HQ IT SERVICES LABOR CATEGORY POSITION DESCRIPTIONS AND QUALIFICATIONS**

<b>Labor Category – Key Personnel</b>	<b>Position Description</b>	<b>Minimum Qualifications</b>
Senior Program Manager – Key Personnel	<p>Provides overall direction, control and reporting of multiple tasks, including development and implementation of advance program/project management perspectives and lessons learned case studies. Provides high-level technical and management guidance to ensure all schedule and cost objectives are achieved successfully. Develops program management documentation, project schedules and various planning and case study training documents. Determines and acquires resources to complete projects as needed. Responsible for the technical content and phases of program/project execution.</p> <p>Organizes, directs, and manages contract operating support functions, involving multiple, complex, and inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the customer interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs. Responsible for overall contractor performance on the Contract.</p>	Bachelor’s degree in Computer Science, Software Engineering, Business Administration, Management or other scientific or technical disciplines with 6 to 10 years of relevant experience.
Senior Technical Project Manager – Key Personnel	Serves as task lead for contractor staff in the delivering of products and services to the customer. Responsible for the development and maintenance of a Work Breakdown Structure (WBS) for delivering all products and services as defined by the scope, cost, and schedule requirements.	Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, Management, Physical Science, or other technically related discipline with 6 years relevant experience in the Federal

	Supports a large, complex contract with many tasks. Assists the Senior Program Manager in working with the Contracting Officer (CO), the Contracting Officer’s Representative (COR), the task level Technical Monitors, government management personnel, and customer agency representatives. Responsible for the overall management of the specific tasks and insuring that the technical solutions and schedules in the contract are implemented in a timely manner.	environment.
Senior Cyber Security Analyst – Key Personnel	Possess a working knowledge of network technologies such as: Windows, Linux Operating Systems; Database security, Active Directory, Service Oriented Architectures, vulnerability testing, networking protocols and topologies, security architectures, and incident management. Develops technical solutions including: information operations and analysis related to security intrusion analysis, systems and vulnerabilities, network security, advanced analytic tools, data visualization techniques. Serves as lead analyst in the detection of malicious activity to prevent, detect, contain, and eradicated intrusions and intrusion attempts. Conduct analysis of system logs, forensic results, vulnerability assessment tool results, risk, and investigate instances of security concern throughout the enterprise. Ensure required cyber security policies are adhered to and that required controls are implemented.	Bachelor’s degree in Computer Science, Programming, Software Engineering, or other related discipline from an accredited institution with more than 8 years relevant experience. Experience in computer network defense and in depth technical knowledge/mastery with intrusion detection systems. Must have a working knowledge of NIST 800 series guidance for cyber security.
<b>Labor Category – EM Mission Systems Support Task</b>	<b>Position Description</b>	<b>Minimum Qualifications</b>
Applications Systems Analyst – SENIOR – EM Mission Systems Support Task	Formulates and defines system scope and objectives based on user needs. Devises or modifies procedures to solve complex problems. Analyzes and revises existing system logic difficulties and documentation as necessary. May use CASE tools.	Bachelor’s degree in Computer Science, Information Systems, Software Engineering, Business, or other related discipline with 5 years of relevant experience.

Applications Systems Analyst – INTERMEDIATE – EM Mission Systems Support Task	Formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Analyzes and revises existing system logic difficulties and documentation as necessary. May use CASE tools.	Bachelor’s degree in Computer Science, Information Systems, Software Engineering Business, or other related discipline with 3 years of relevant experience.
Database Analyst/Programmer – INTERMEDIATE – EM Mission Systems Support Task	Designs, implements, and maintains moderately complex databases. Includes maintenance of database dictionaries and integration of systems through database design. Competent to work on most phases of database administration	Bachelor’s degree in Computer Science, Software Engineering or relevant discipline with a minimum of 5 years of experience.
<b>Labor Category – IT Cyber Security Task</b>	<b>Position Description</b>	<b>Minimum Qualifications</b>
Senior Penetration Tester – IT Cyber Security Task	Conducts remote and onsite testing of Information Technology Systems (IT) to detect weaknesses, vulnerabilities, and compliance issues. Experienced in Network architectures, operating systems, application software, and cyber security tools and techniques. Expert in the use of penetration testing tools, techniques, and attack vectors to be used in a sanctioned attack or intrusion for the sole purpose of evaluating the security of an IT system and to discover weaknesses, vulnerabilities, or compliance issues that are unknown to the system owner.	Bachelor's degree in Computer Science, Programming, Software Engineering, or other related discipline from an accredited institution with more than 10 years relevant experience. Must have at least four years of practical experience conducting penetration testing. Serve as the lead Penetration Tester and responsible for management of penetration testing program. Must have a working knowledge of NIST 800 series guidance for cyber security.

<p>Penetration Tester – IT Cyber Security Task</p>	<p>Conducts remote and onsite testing of Information Technology Systems (IT) to detect weaknesses, vulnerabilities, and compliance issues. Experienced in Network architectures, operating systems, application software, and cyber security tools and techniques. Expert in the use of penetration testing tools, techniques, and attack vectors to be used in a sanctioned attack or intrusion for the sole purpose of evaluating the security of an IT system and to discover weaknesses, vulnerabilities, or compliance issues that are unknown to the system owner.</p>	<p>Bachelor's degree in Computer Science, Programming, Software Engineering, or other related discipline from an accredited institution with more than 5 years relevant experience. Must have at least four years of practical experience conducting penetration testing. Must have a working knowledge of NIST 800 series guidance for cyber security.</p>
<p>Malware Analyst/Reverse Engineer – IT Cyber Security Task</p>	<p>Analyze Malware to determine its capabilities, intent, indicators and origin. Work with forensics personnel to reverse engineer the sequence of events of a breach or attack. Create alerts, and Indicators of compromise that will be shared throughout the enterprise. Develop briefings to educate the customer leadership and user base about current technical and intelligence threats.</p>	<p>Bachelor's degree in Computer Science, Programming, Software Engineering, or other related discipline from an accredited institution with more than 5 years relevant experience. Expert knowledge in Dynamic and Static analysis and tools such as IDApro, Ollydbg, and other like tools.</p>
<p>Senior Cyber Security Analyst – IT Cyber Security Task</p>	<p>Possess a working knowledge of network technologies such as: Windows, Linux Operating Systems; Database security, Active Directory, Service Oriented Architectures, vulnerability testing, networking protocols and topologies, security architectures, and incident management. Develops technical solutions including: information operations and analysis related to security intrusion analysis, systems and vulnerabilities, network security, advanced analytic tools, data visualization techniques. Experience in computer network defense and in depth technical knowledge/mastery with intrusion detection systems. Serve as lead analyst in the detection of malicious activity to prevent, detect, contain, and eradicated intrusions and intrusion attempts. Conduct analysis of system logs, forensic results, vulnerability assessment tool results, risk, and investigate instances of security concern throughout the enterprise. Ensure required cyber security policies are adhered to and that required controls are</p>	<p>Bachelor's degree in Computer Science, Programming, Software Engineering, or other related discipline from an accredited institution with more than 8 years relevant experience. Must have a working knowledge of NIST 800 series guidance for cyber security.</p>

	implemented.	
<b>Labor Category – EM Cloud Task</b>	<b>Position Description</b>	<b>Minimum Qualifications</b>
Enterprise Architect – EM Cloud Task	Acts independently to provide business and/or technical IT consulting support to strategic units and customer enterprises. Works with executives in the customer organization to formulate enterprise-wide business and/or technical IT product and/or service strategies. Develops and applies consulting methodologies, business models and organizational behavior models to conceptualize methods to apply business and/or technical IT products and services as strategic assets. Supports and participates in the conceptualization and development of ' technology policy, methodologies, models, techniques and strategies.	Bachelor's degree in Computer Science, Software Engineering, Business Management or related discipline with 3 to 5 years relevant experience.
Information Assurance Specialist – SENIOR – EM Cloud Task	Establishes and satisfies complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Coordinates with customer organization to establish and define programs, resources, and risks. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity, coordinates resolution of highly complex problems and tasks.	Bachelor's degree in Computer Science, Engineering, Business Administration, or other related scientific or technical discipline. Requires an expert understanding of security policy advocated by the U.S. Government with 10 to 15 years of relevant experience.

Applications Systems Analyst – INTERMEDIATE – EM Cloud Task	Formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Analyzes and revises existing system logic difficulties and documentation as necessary. May use CASE tools.	Bachelor’s degree in Computer Science, Information Systems, Software Engineering Business, or other related discipline with 3 years of relevant experience.
Project Manager – EM Cloud Task	Designs, implements, and maintains moderately complex databases. Includes maintenance of database dictionaries and integration of systems through database design. Competent to work on most phases of database administration	Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, Management, Physical Science, or other technically related discipline with 6 years of relevant experience in the Federal environment.

\*\*\* Two (2) years of experience may be substituted for one (1) year of education [i.e., Bachelor’s Degree is equivalent to eight (8) years of relevant experience] for each of the labor categories identified above.