

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**™, a menu-driven database system. The internet address for **GSA Advantage!**™ is: <http://www.GSAAdvantage.gov>.

Schedule for – Multiple Award Schedule (MAS)
Industrial Group: Professional Services **Class: R499**

Contract Number: GS-00F-280DA
Contract Period: 9/14/2021 – 9/13/2026



Contractor: CAMEO CONSULTING GROUP, LLC
4721 B Eisenhower Avenue
Alexandria, VA 22304-4805

Business Size: Serviced Disabled Veteran-Owned Small Business (SDVOSB)

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".

For information on ordering from Federal Supply Schedules go to GSA Schedules page at GSA.gov.
Price list is current as of modification #PS-0016 effective February 3, 2022.

Contract Administration: R. Travis Authier
Telephone: 571-388-7250
FAX Number: 540-595-0891
Website: www.cameocg.com
E-mail: tauthier@cameocg.com

CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s)

SIN	SIN	Description
541611	541611 (RC)	Management and Financial Consulting, Acquisition and Grants Management Support, Business Program and Project Management
541219	541219 (RC)	Budget and Financial Management Services
56131	56131 (RC)	Talent Acquisition
541214HR	541214HR (RC)	Compensation and Benefits
541612HC	541612HC (RC)	Human Resources Consulting Services
541612ER	541612ER (RC)	Employee Relations
541611LIT	541611LIT (RC)	Litigation Support Services
541110	541110 (RC)	Professional Legal Services
561110	561110 (RC)	Office Administrative Services
OLM	OLM (RC)	Order Level Materials

- 1b. Not Applicable
- 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.**
2. **Maximum Order:** \$1,000,000,00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Worldwide
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 Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. **Foreign items (list items by country of origin):** None
- 10a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 10b. **Expedited Delivery. "Items available for expedited delivery are noted in this price list."**
Contact Contractor
- 10c. **Overnight and 2-day delivery.** Contact Contractor
- 10d. **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
11. **F.O.B Points(s):** Destination
- 12a. **Ordering Address(es):** Same as Contractor
- 12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. **Payment address(es):** Same as company address
14. **Warranty provision.:** Contractor's standard commercial warranty.
15. **Export Packing Charges (if applicable):** N/A
16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
17. **Terms and conditions of installation (if applicable):** N/A
- 18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18b. **Terms and conditions for any other services (if applicable):** N/A
19. **List of service and distribution points (if applicable):** N/A
20. **List of participating dealers (if applicable):** N/A
21. **Preventive maintenance (if applicable):** N/A
- 22a. **Special attributes such as environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A

22b.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. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. N/A

23. Unique Entity Identifier (UEI): 078727089

24. Notification of registration in System for Award Management database: Registered

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SINS	Labor Category	9/14/21	9/14/22	9/14/23	9/14/24	9/14/25
		-	-	-	-	-
		9/13/22	9/13/23	9/13/24	9/13/25	9/13/26
		Year 6	Year 7	Year 8	Year 9	Year 10
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Procurement Technician I/Admin Assistant I	\$40.57	\$41.38	\$42.21	\$43.05	\$43.91
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Procurement Technician II/Admin Assistant II	\$41.10	\$41.92	\$42.76	\$43.62	\$44.49
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Junior Analyst	\$44.27	\$45.16	\$46.06	\$46.98	\$47.92
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Analyst I	\$48.03	\$48.99	\$49.97	\$50.97	\$51.99
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Analyst II	\$49.82	\$50.82	\$51.84	\$52.88	\$53.94
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Analyst III	\$52.71	\$53.76	\$54.84	\$55.94	\$57.06
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Analyst IV	\$55.41	\$56.52	\$57.65	\$58.80	\$59.98
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Senior Analyst	\$94.07	\$95.95	\$97.87	\$99.83	\$101.83
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Contract Specialist I	\$56.89	\$58.03	\$59.19	\$60.37	\$61.58
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Contract Specialist II	\$58.84	\$60.02	\$61.22	\$62.44	\$63.69
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Contract Specialist III	\$62.18	\$63.42	\$64.69	\$65.98	\$67.30
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Contract Specialist IV	\$66.41	\$67.74	\$69.09	\$70.47	\$71.88
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Contract Specialist V	\$74.16	\$75.64	\$77.15	\$78.69	\$80.26
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	SME I	\$110.70	\$112.91	\$115.17	\$117.47	\$119.82

541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	SME II	\$116.22	\$118.54	\$120.91	\$123.33	\$125.80
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Acquisition Specialist I	\$88.56	\$90.33	\$92.14	\$93.98	\$95.86
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Acquisition Specialist II	\$94.08	\$95.96	\$97.88	\$99.84	\$101.84
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Acquisition Specialist V	\$110.70	\$112.91	\$115.17	\$117.47	\$119.82
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Project Specialist	\$66.41	\$67.74	\$69.09	\$70.47	\$71.88
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Project Manager	\$88.56	\$90.33	\$92.14	\$93.98	\$95.86
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Program Manager II	\$110.70	\$112.91	\$115.17	\$117.47	\$119.82
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Program Manager III	\$116.22	\$118.54	\$120.91	\$123.33	\$125.80
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Senior Manager I	\$213.60	\$217.87	\$222.23	\$226.67	\$231.20
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Manager I	\$172.42	\$175.87	\$179.39	\$182.98	\$186.64
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Senior Consultant II	\$152.41	\$155.46	\$158.57	\$161.74	\$164.97
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Senior Consultant I	\$143.49	\$146.36	\$149.29	\$152.28	\$155.33
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Consultant	\$137.94	\$140.70	\$143.51	\$146.38	\$149.31
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Technical Writer IV	\$82.31	\$83.96	\$85.64	\$87.35	\$89.10
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Technical Writer I	\$41.17	\$41.99	\$42.83	\$43.69	\$44.56
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Acquisition Specialist III	\$99.67	\$101.66	\$103.69	\$105.76	\$107.88
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Business SME	\$84.02	\$85.70	\$87.41	\$89.16	\$90.94
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Principal FOIA Analyst	\$72.49	\$73.94	\$75.42	\$76.93	\$78.47
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Program Manager I	\$89.75	\$91.55	\$93.38	\$95.25	\$97.16

541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	HR Policy/Programs Analyst	\$107.70	\$109.85	\$112.05	\$114.29	\$116.58
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Senior HR Project Manager	\$152.38	\$155.43	\$158.54	\$161.71	\$164.94
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Senior Classification Specialist	\$121.54	\$123.97	\$126.45	\$128.98	\$131.56
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	HR Specialist I	\$70.11	\$71.51	\$72.94	\$74.40	\$75.89
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	HR Specialist II	\$100.33	\$102.34	\$104.39	\$106.48	\$108.61
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	HR Specialist III	\$135.77	\$138.49	\$141.26	\$144.09	\$146.97
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	HR Project Manager I	\$121.80	\$124.24	\$126.72	\$129.25	\$131.84
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Senior HR Consultant I	\$121.53	\$123.96	\$126.44	\$128.97	\$131.55
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Senior HR Consultant II	\$204.21	\$208.29	\$212.46	\$216.71	\$221.04
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	HR Associate	\$67.56	\$68.91	\$70.29	\$71.70	\$73.13
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	HR Assistant	\$84.60	\$86.29	\$88.02	\$89.78	\$91.58
541611, 541219, 56131, 541214HR, 541612ER, 541612HC 541611LIT, 541110, 561110	Paralegal / FOIA Analyst	\$62.36	\$63.61	\$64.88	\$66.18	\$67.50

Service Contract Labor Standards: The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide)." per PS-0016 SF30 Continuation document.

SCLS Eligible Labor Category	SCLS Equivalent Code – Title	Wage Determination
Procurement Technician/Admin Assistant I	01020-Admin Assistant	2015-4281-Revision 18
Procurement Technician II/Admin Assistant	30461-Technical Writer I	2015-4281-Revision 18
HR Associate	01020-Admin Assistant	2015-4281-Revision 18
HR Assistant	01020-Admin Assistant	2015-4281-Revision 18
Paralegal / FOIA Analyst	30361-Paralegal/Legal Assist. I	2015-4281-Revision 18

Labor Category Descriptions

Labor Category	Description	Yrs	Education
Procurement Technician/Admin Assistant	Provide administrative and business-related support. May review requisition package for adequacy and compliance with administrative, regulatory and procedural requirements. May aid in the planning and coordination of procurement or financial activities or pre-award, post-award or other contractual functions.	1	High School Diploma
Procurement Technician II/Admin Assistant	Provide administrative and business-related support. May review requisition package for adequacy and compliance with administrative, regulatory and procedural requirements. May aid in the planning and coordination of procurement or financial activities or pre-award, post-award or other contractual functions.	2	High School Diploma
Junior Analyst	Assists program and procurement office through reporting, running queries, managing databases, and management of internal documentation and training materials. Provides support for planning, organizing, and implementing related financial or acquisition/procurement activities. Researches new procurement strategies/methods to ensure utilization of procurement best practices.	1	Bachelors
Analyst I	Works with Project Manager or Lead in performing analyst-type functions such as data collection, financial modeling, project testing, and measuring of performance data, often in Microsoft Excel. Performs activities as discretion of Project Manager or Team Lead in support of project objectives. May function independently, supervise, and manage junior staff.	1	Bachelors
Analyst II	Works with Project Manager or Lead in performing analyst-type functions such as data collection, financial modeling, project testing, and measuring of performance data, often in Microsoft Excel. Performs activities as discretion of Project Manager or Team Lead in support of project objectives.	2	Bachelors
Analyst III	Works with Project Manager or Lead in performing analyst-type functions such as data collection, financial modeling, project testing, and measuring of performance data, often in Microsoft Excel. Performs activities at discretion of Project Manager or Team Lead in support of project objectives. May function independently and supervise and manage junior staff.	3	Bachelors
Analyst IV	Assist Project Manager, Program Manager, or Lead in delivering project deliverables within established budget and schedule. Assists in disseminating project information and serves as active participant in project-related work groups and committees. Duties include planning, developing, implementing and evaluating programs and projects, coordinating project activities, collaborating with project team members, developing measurable project goals and objectives, and monitoring progress toward achievement. Assists PM in writing and disseminating work plans, project documents, and presentations.	4	Bachelors
Senior Analyst	Serves as lead on reporting, running queries, managing databases, and management of internal documentation and training materials. Provides strategic support for planning, organizing, and implementing related program management and/or acquisition/procurement activities. Researches new procurement strategies/methods to ensure utilization of procurement best practices.	6	Bachelors

Contract Specialist I	Functions in a junior capacity. Supports acquisition/contracting staff by providing entry-level support for entire acquisition life-cycle. Specific duties may include support with acquisition planning, including market research and recommending procurement strategy: acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, and contract closeout assistance.	1	Bachelors
Contract Specialist II	Functions in a junior capacity. Supports acquisition/contracting staff by providing entry-level support for entire acquisition life-cycle. Specific duties may include support with acquisition planning, including market research and recommending procurement strategy: acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, and contract closeout assistance.	2	Bachelors
Contract Specialist III	Functions in a mid-level capacity. Able to perform duties of Junior Acquisition Specialist but for more complex contracts. In addition, provides assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis: contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies: contract close-out assistance	3	Bachelors
Contract Specialist IV	Functions in a mid-level capacity. Able to perform duties of Junior Acquisition Specialist but for more complex contracts. In addition, provides assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis: contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies: contract close-out assistance	4	Bachelors
Contract Specialist V	Functions in a mid-level to senior-level capacity. Demonstrates ability to independently carry out recurring contract administration duties of an increasingly complex nature. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout for a variety of contract types.	5	Bachelors
SME I	Considered a Subject Matter Expert in federal contract or grant management. Able to perform all duties of Acquisition Consultant in addition to providing support in developing acquisition strategy, complex requirements, quality assurance surveillance plans, source selection evaluation criteria; and the training and developing of junior acquisition staff.	7	Bachelors
SME II	Considered a Subject Matter Expert in federal contract or grant management. Able to perform all duties of a Senior Contract Specialist in addition to providing strategic level thinking, policy support, training support, and complex contracting functions of a sensitive nature.	8	Bachelors
Acquisition Specialist I	Provides advisory support and conducts procurements in accordance with customer requirements, and in compliance with Company procedures, U.S. state federal laws and regulations. Supports, sources, awards and administers procurement contracts or grants. Maintains purchasing database integrity, associated documentation and training materials. Provides support for planning, organizing, and implementing related acquisition/procurement activities. Researches new procurement strategies/methods to ensure utilization of procurement best practices.	6	Bachelors
Acquisition Specialist II	Provides advisory support and conducts procurements in accordance with customer requirements, and in compliance with Company procedures, U.S. state federal laws and regulations. Supports, sources, awards and administers procurement contracts or grants. Maintains purchasing database integrity, associated documentation and training materials. Provides support for planning, organizing, and implementing related acquisition/procurement activities. Researches new procurement strategies/methods to ensure utilization of procurement best practices.	8	Bachelors

Acquisition Specialist III	Provides advisory support and conducts procurements in accordance with customer requirements, and in compliance with Company procedures, U.S. state federal laws and regulations. Supports, sources, awards and administers procurement contracts or grants. Maintains purchasing database integrity, associated documentation and training materials. Provides support for planning, organizing, and implementing related acquisition/procurement activities. Researches new procurement strategies/methods to ensure utilization of procurement best practices.	10	Bachelors
Acquisition Specialist V	Provides advisory support and conducts procurements in accordance with customer requirements, and in compliance with Company procedures, U.S. state federal laws and regulations. Supports, sources, awards and administers procurement contracts or grants. Maintains purchasing database integrity, associated documentation and training materials. Provides support for planning, organizing, and implementing related acquisition/procurement activities. Researches new procurement strategies/methods to ensure utilization of procurement best practices.	15	Bachelors
Project Specialist	Assists Project Manager and/or Program Manager in the execution of a series of projects or single programs through active management of project(s) scope, risk, schedule, cost, human resources, stakeholder expectations, quality, and communications. Serves as secondary point of contact for all matters concerning a project and responsible for ensuring all goals are achieved at acceptable, sustainable standards.	2	Bachelors
Project Manager	Leads a project from its inception to execution. This includes planning, execution and managing the people, resources and scope of the project. Creates clear and attainable objectives and sees them through to successful completion. Has full responsibility and authority to complete the assigned project and serves as chief liaison between corporate office and client. Prepare meeting agenda, document key decisions and collaborate with team members to develop project collateral. They write and disseminate work plans and project documents, including procedures, proposals, progress reports and presentations.	4	Bachelors
Program Manager II	Directs and manages the execution multiple large projects of a complex or highly sensitive nature. Responsible for the management of project(s) scope, risk, schedule, cost, human resources, stakeholder expectations, quality, and communications. Principal point of contact for all matters concerning a project and responsible for ensuring all goals are achieved at acceptable, sustainable standards.	8	Bachelors
Program Manager III	Directs and manages the execution of one large or multiple separate projects of a complex or highly sensitive nature. Responsible for the management of project(s) scope, risk, schedule, cost, human resources, stakeholder expectations, quality, and communications. Principal point of contact for all matters concerning a project and responsible for ensuring all goals are achieved at acceptable, sustainable standards.	10	Bachelors
Senior Manager I	Provides strategic advisory and assistance and management for portfolio of programs and/or projects or a single program or project. Manages productivity and processes and may assist in organizational assessments, risk analysis and risk management, audit preparation- financial and otherwise-, program audits, and related performance improvement assessments. May serve as the primary point of contact for client leadership with respect to delivering business solutions, delegating resources, and quality management.	10	Bachelors
Manager I	Manages personnel, client expectations, and other resources for programs and/or projects. Provides advisory and assistance services and manages productivity and processes and may assist in organizational assessments, audit preparation, program audits, risk analysis and risk management, and related performance improvement assessments. May serve as the primary point of contact for client leadership with respect to delivering business solutions, delegating resources, and quality management.	8	Bachelors

Senior Consultant II	Delivers senior operational project support and management and business consulting. May be charged with overseeing junior workforce and providing analytic support tasks, including but not limited to risk analysis and risk management. May lead performance improvement initiatives and organizational assessments in addition to audits and process improvement. Capable of leading tasks and managing stakeholder expectations, schedule, budget, and multiple resources. Strong analytical skills that may lend to tasks involving financial modeling, data collection and financial analysis, and budget formulation.	8	Bachelors
Senior Consultant I	Delivers senior operational project support and management and business consulting. May be charged with overseeing junior workforce and providing analytic support tasks, including but not limited to risk analysis and risk management. May lead performance improvement initiatives and organizational assessments in addition to audits and process improvement. Capable of leading tasks and managing stakeholder expectations, schedule, budget, and multiple resources. Strong analytical skills that may lend to tasks involving financial modeling, data collection and financial analysis, and budget formulation.	7	Bachelors
Consultant	Provides technical guidance and direction for specific project elements/tasks. Broad expertise in one or more of the primary disciplines and cursory knowledgeable in others. Performs specific tasks within estimated budget and schedule and quality constraints. May serve on advisory or project teams and perform research, data analysis, risk analysis, strategy planning, and interpretation of data to perform cost-benefit analysis and propose solutions for organizational or project-specific issues.	6	Bachelors
Technical Writer IV	Reviews and edits documents developed by others to ensure accuracy and quality of content, organization, language, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; authors, edits and reviews business documents such as reports, presentations, proposals, briefings, policy documents, and project deliverables. Researches technical information and background information and prepares drafts for management review and approval and ensures final product meets or exceeds requirements and regulations.	3	Bachelors
Technical Writer I	Reviews and edits documents developed by others to ensure accuracy and quality of content, organization, language, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; authors, edits and reviews business documents such as reports, presentations, proposals, briefings, policy documents, and project deliverables. Researches technical information and background information and prepares drafts for management review and approval and ensures final product meets or exceeds requirements and regulations.	1	High School Diploma
Business SME	Develops sophisticated analytical conclusions and recommendations. Demonstrable ability to convey and document analysis through briefings, memoranda, talking points, reports, and other presentations to audiences with varying levels of understanding. Performs highly complex research and analysis data and provides performance measurement project oversight.	2	Bachelors
Principal FOIA Analyst	Processes the full range of simple, complex and time-sensitive FOIA requests in accordance with statutory requirements, and applicable regulations and guidelines. Reviews and analyzes a wide array of incoming FOIA requests to determine the scope of the underlying requests and identify the legal issues implicated by the requests, including the applicability of potential statutory exemptions.	3	Bachelor
Program Manager I	Maintains production/productivity standards and meets deadlines, adheres to Standard Operating Procedures (SOPs), and complies with performance expectations. Implements daily processes for preparing and reviewing all routine production and performance reports, identifies areas of deficiency or inefficiency that require action, assigns work tasks to staff.	3	Bachelor

HR Policy/Programs Analyst	Responsible for collecting data from readily available sources and summarizes into prescribed format. Extracts, consolidates, and analyzes data from HR systems. Provides insights into the data and presents. Writes, maintains, and supports a variety of reports or queries utilizing appropriate reporting tools. Develops and analyzes large data sets. Creates, implements and facilitates highly independent project work in a specialized HR area. Provides guidance and supervision to support staff.	3	Bachelors
Senior HR Project Manager	Responsible for managing a large team of professionals in providing a wide range of human resource (HR) services to one or more clients. Responsible for all aspects of project performance, including technical, contractual, administrative and financial functions. Supervises personnel in all aspects of the project activity. Organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, establishes and maintains technical and management reports to demonstrate to clients that we are meeting all tasks and responsibilities. Provides leadership to project teams, ensures conformance to performance requirements and assists in the overall direction to all project level activities and personnel. Performs Quality Assurance (QA) and Quality Control (QC) reviews, when required.	4	Bachelors
Senior Classification Specialist	Responsible for providing support for Human Resource programs. Performs all classifications within the assigned area of responsibility, as well as the completion of various projects and reports. Plans and executes actions with minimum supervision or on the basis of brief outlines. Assures that the classification actions are taken within legal and procedural guidelines, providing guidance and assistance to other personnel specialist, manager, supervisors within headquarters on various classification matters. Familiar with Reduction in Force (RIF) procedures and qualifications.	2	Bachelors
HR Specialist I	Responsible for managing the day-to-day operations of the Human Resource Office. Performs functional tasks, such as: departmental development, Human resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and recruitment and employment.	3	High School Diploma
HR Specialist II	Responsible for managing the day-to-day operations of the Human Resource Office. Performs functional tasks, such as: departmental development, Human resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and recruitment and employment.	2	Associates
HR Specialist III	Responsible for managing the day-to-day operations of the Human Resource Office. Performs functional tasks, such as: departmental development, Human resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and recruitment and employment. Provides guidance and supervision to support staff.	3	Bachelors Degree
HR Project Manager I	Responsible for managing a team of professionals in providing a wide range of HR services to one or more clients. Responsible for all aspects of project performance, including: technical, contractual, administrative and financial functions. Supervises personnel in all aspects of the project activity. Organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, establishes and maintains technical and management reports to demonstrate to clients that we are meeting all tasks and responsibilities. Provides leadership to project teams, ensures conformance to performance requirements and assists in the overall direction to all project level activities and personnel.	2	Bachelors
Senior HR Consultant I	Responsible for providing senior level and supervision in the Federal HR arena, providing project guidance, development and consultation in such areas as HR planning, systematic approaches for forecasting the future demand for, and supply of employees; Position Classification review and evaluation of positions to determine title, series, and grade, conduct audits, provide advice on position	2	Bachelors

	management; Recruitment and Internal placement, provides support on outside recruitment and internal placement including merit promotion, transfer of function, reassignment, and temporary promotion; Training and advises management and employees on a variety of training and development issues, including developing and providing classroom and web-based training.		
Senior HR Consultant II	Responsible for providing expert level and supervision in the Federal HR arena, providing project guidance, development and consultation in such areas as HR planning, systematic approaches for forecasting the future demand for, and supply of employees; Position Classification review and evaluation of positions to determine title, series, and grade, conduct audits, provide advice on position management; Recruitment and Internal placement, provides support on outside recruitment and internal placement including merit promotion, transfer of function, reassignment, and temporary promotion; Training and advises management and employees on a variety of training and development issues, including developing and providing classroom and web-based training.	7	Bachelors
Secretary I/HR Associate	Responsible for providing temporary support under the guidance of supervision in all functional areas of human resources, such as benefits administrative duties, administration, compensation management, employee and labor relations, job evaluation, personnel records, recruitment and employment, and training.	3	High School Diploma
HR Assistant	Responsible for providing advanced office support. Plans and organizes administrative operations, assists with program planning and development. Creates and manages documentation in electronic and hard copy formats. Prepares required reports; arranges travel for staff; assembles materials for meetings; orders supplies. Develops spreadsheets and reports to track budgets and expenditures. Provides formatting and editing for reports, proposals and presentations. Maintains departmental calendar, schedules meetings, training and administrative duties.	2	High School Diploma
Paralegal / FOIA Analyst	Processes the full range of simple, complex and time-sensitive FOIA requests in accordance with statutory requirements, and applicable regulations and guidelines. Reviews and analyzes a wide array of incoming FOIA requests to determine the scope of the underlying requests and identify the legal issues implicated by the requests, including the applicability of potential statutory exemptions.	1	High School Diploma

Each year of relevant experience may be substituted for one year of higher education, and vice versa.

Each certification or vocational training may be substituted for 2 years of experience or education.

Education and Experiences may be substituted for each other as indicated in the equivalency table below.

Degree	Experience Equivalence
Bachelors	4 Years of Experience
Masters	6 Years of Experience
Doctorate	8 Years of Experience
Relevant Certifications	2 Years of Experience

Relevant professional experience includes, but is not limited to, business, finance, law, purchasing, contract administration, economics, accounting, planning, budgeting, and economics, and organizational management.