|  | **LABOR CATEGORY** | **DESCRIPTION** | **Desired Education** | **Desired Experience** | **Minimum Requirements** |
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| 1 | Contract-level Program Manager | Plans, organizes, directs, and controls the project/program to ensure all contractual obligations are fulfilled, quality standards are met, and associated expectations of performance are achieved. Key responsibilities include: Managing multiple concurrent project tasks, providing expert direction and guidance to subordinates, developing schedules, formulating work plans, managing and controlling project funds and resources, and serving as point of contact with DHS/Government CORs/Task Monitors and/or customer personnel. | MS/MBA | 14 yrs. total; 10 years in management | BS/BA 10 yrs. total; 6 yrs. in management; |
| 2 | Task Order Project Manager (Senior) | Plans, organizes, directs, and controls the project/program to ensure all contractual obligations are fulfilled, quality standards are met, and associated expectations of performance are achieved. Key responsibilities include: Managing multiple concurrent project tasks, providing expert direction and guidance to subordinates, developing schedules, formulating work plans, managing and controlling project funds and resources, and serving as point of contact with DHS CORs/Task Monitors. | MS/MBA | 14 yrs. total; 10 yrs. in management | BS/BA 14 yrs. total; 6 yrs. in management |
| 7 | Task Order Project Manager (Intermediate) | Plans, organizes, directs, and controls the project/program to ensure all contractual obligations are fulfilled, quality standards are met, and associated expectations of performance are achieved. Key responsibilities include: Providing expert direction and guidance to subordinates, developing schedules, formulating work plans, managing and controlling project funds and resources, and serving as point of contact with DHS CORs/Task Monitors. | BS | 12 years total; with 8 years in management | BS/BA 12 years total; with 4 years in management |
| 9 | Task Order Project Manager (Junior) | Plans, directs, organizes, controls, and manages the project to ensure that all contractual obligations are fulfilled in an efficient and timely manner. Key responsibilities include: Performing contract analysis and development tasks in projects, formulating and enforcing work standards, developing schedules, reviewing work discrepancies and communicate policies, managing and controlling resources, and serving as point of contact with DHS CORs/Task Monitors. | BS | 6 years in management | BS/BA with 2 years in management |
| 10 | Analyst (Intermediate) | Plans and provides analytical support for facilitation, training, methodology development and evaluation, business management techniques, and organizational development. Supports DHS business process improvements and modernization projects. Key responsibilities include: Developing modern business methods, identifying best practices, and creating and assessing performance measurements. | BS | 5 years in specialty | BS/BA; 2 years in specialty |
| 11 | Technical Specialist (Intermediate) | Plans and supports specific business, management, functional, technical, professional or policy areas of the project. Key responsibilities include: Identifying issues; conducting analysis and assessment of these issues; and providing inputs to major program/project leaders. | BS | 5 years in specialty | BS/BA; 2 years in specialty |
| 12 | Administrative Clerk III | Performs diverse secretarial and administrative duties. Key responsibilities include: Initiating special reports, composing routine correspondence, and compiling statistical and budget information, and providing communication with all levels of DHS personnel to gather and convey information. | HS | 5 years | HS; 4 years |
| 13 | Analyst (Junior) | Plans and provides analytical support for facilitation, training, methodology development and evaluation, business management techniques, and organizational development. Key responsibility includes: Providing recommendations, contributing and preparing briefings for business, management, technology, operational initiatives, policy formulation, professional or strategic goals. | AA | 3 years | HS/Tech Training; 2 years |
| 14 | Technical Specialist (Junior) | Plans, supports and provides assistance on specific business, management, scientific, operational, engineering, technical, policy, and professional issues. Key responsibilities include: Participating, advising, contributing, preparing and/or presenting briefings on business, management, technology, operational initiatives, policy formulation, professional or strategic goals. | AA | 3 years | HS/Tech Training; 2 years |
| 15 | Administrative/Clerk II | Performs secretarial and administrative duties. Key responsibilities include: Composing routine correspondence, compiling statistical and budget information, and communicating with all levels of company personnel to gather and convey information. | HS | 2 years | HS; 1 year |
| 16 | Administrative/Clerk I | Performs entry level secretarial and administrative duties. Key responsibilities include: Composing routine correspondence, filing, and assisting with routine administrative operations. | HS | 1 year | HS |