ATTACHMENT 2

LABOR SKILLS CATEGORIES

The contractor will provide personnel to conduct the following duties, having sufficient experience and skills, as follows:

1. **Citizens Advisory Board Administration**

   a. Bachelor's Degree in Communications.

   b. Have a minimum of two years' experience in administration/management of diverse work group involved with public affairs.

   c. Must be an effective communicator (oral and written).

   d. Have an ability to work professionally with individuals, the public and diverse groups.

   a. Must be proficient in the use of office equipment, including computers, scanners, fax, etc.

   b. Have well-developed time management skills.

   c. Have well-developed management, budgeting, and schedule coordination skills.

2. **Citizens Advisory Board Meeting Coordination**

   a. Have a minimum of one year of experience in negotiating with meeting venues (hotels, community centers, etc.) to secure meeting facilities, arranging catering, etc. for hosting meetings.

   b. Must be an effective communicator (oral and written).

   c. Have an ability to work professionally with individuals, the public and diverse groups.

   d. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

   e. Must be proficient in the use of Microsoft Office software (Excel, PowerPoint, Word, etc.) and able to create professional quality correspondence, documents, reports, and maintain database information.

   f. Have well-developed time management skills.

3. **Citizens Advisory Board Facilitation**

a. Have a minimum of three years' experience in conducting professional meetings with special emphasis on promptness and adherence to agendas.

b. Have a working knowledge of Roberts Rules of Order.

c. Have an ability to work professionally with individuals, the public and diverse groups.

d. Have good creative, organizational and communication skills.

e. Have an ability to resolve conflict or issues that impact the smooth conduct of the meeting.

4. **Citizens Advisory Board Technical Coordination**

a. Have a general working knowledge of SRS, its missions and facilities.

b. Has a general knowledge of, or the ability to, research for CAB requested information, resources, or site personnel.

c. Have an ability to work professionally with individuals, the public and diverse groups.

d. Have good creative, organizational and communication skills (oral and written) and an ability to meet deadlines.

5. **Citizens Advisory Board Graphic and Outreach Coordination**

a. Must be creative with a general working knowledge of graphic art.

b. Must be an effective communicator (oral and written).

c. Have an ability to work professionally with individuals, the public, and diverse groups.

d. Must be proficient in the use of office equipment, including computers (PC and Apple), scanners, fax, etc.

e. Must be proficient in the use of Microsoft Office software (Excel, PowerPoint, Word, etc.) and able to create professional quality correspondence, documents, reports, and maintain database information.

f. Have well-developed time management skills.

6. Citizens Advisory Board Technical Advisor

a. Have an extensive working knowledge of SRS, its missions and facilities

b. Have an ability to work professionally with individuals and groups (Federal, contractor, and the general public) on a wide variety of issues as they relate to the CAB.

c. Has a general knowledge of, or the ability to, research for CAB requested information, resources, or site personnel.

d. Have the ability to accurately report on all CAB committee meetings.

e. Have good creative, organizational and communication skills (oral and written) and an ability to meet deadlines.

7. Budget Technician

a. Must have a minimum of one years' experience in general accounting terms, processes, and procedures.

b. Must be an effective communicator (oral and written).

c. Have an ability to work professionally with individuals and diverse groups.

a. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

b. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader, as well as various web based applications and utilities as directed by the DOE Task Manager.

a. Have well-developed time management skills.

b. Must sign a non-disclosure agreement.

8. Budget Analyst I

a. Must have a minimum of one years' experience in general accounting terms, processes, and procedures.

b. Must be an effective communicator (oral and written).

c. Have an ability to work professionally with individuals and diverse groups.

b. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

c. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader, as well as various web based applications and utilities as directed by the DOE Task Manager.

c. Have well-developed time management skills.

d. Must sign a non-disclosure agreement.

9. Budget Analyst II

a. Bachelor's degree in Business, Finance, Accounting, Marketing, Mathematics or related fields with experience in financial software systems and budgeting

b. Must be an effective communicator (oral and written).

c. Have an ability to work professionally with individuals and diverse groups.

c. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

d. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader, as well as various web based applications and utilities as directed by the DOE Task Manager.

e. Have well-developed time management skills.

f. Must sign a non-disclosure agreement.

10. Accounting Technician

a. Must have a minimum of one years' experience in general accounting terms, processes, and procedures.

b. Must be an effective communicator (oral and written)

c. Have knowledge of Federal payroll and travel regulations and procedures, to include Office of Personnel Management, Joint Travel Regulations, and others as required.

d. Have an ability to work professionally with individuals and diverse groups. Regular coordination is required with DOE Headquarters, DOE-SR, and various Federal, State, and local Governments for taxation purposes.

e. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

f. Must be proficient in the use of Microsoft Office (Word / Excel / PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader, as well as various web based applications and utilities as directed by the DOE Task Manager.

g. Have well-developed time management skills.

g. Have the ability to apply analytical and evaluative methods and techniques in the review of documents, spreadsheets, etc.

i. Must sign a non-disclosure agreement.

11. IT Project Manager

a. Provide daily oversight of assigned all team members on the task to include all inherent HR (i.e. payroll/timekeeping/performance appraisal) functions.
b. Tracks corrective action as necessary to ensure project success.
c. Manages staffing, budget, prioritization, trending of projects, and other personnel matters.
d. Assists with the maintenance, planning and execution of project schedules as well as the preparation and delivery of status reports to the customer.
e. Track progress of all IT initiatives as directed by COR among various elements of the project.
f. Consult with COR in reviewing project proposals to determine goals, timeframe, funding limitations, procedures for accomplishing project, staffing requirements and allotment of resources.
g. Facilitate the collection, synthesis, organization, and management of the DOE-SR Business Process in support of each organization across the enterprise.
h. Provide assistance to COR to develop and adherence to a comprehensive information governance policy for DOE-SR.
i. Develop project plans, specifying goals, strategy, staffing, scheduling, risks, contingency plans and allocation of available resources.
j. Identify and schedule project deliverables, milestones and required tasks.
k. Review status reports prepared by project personnel, and modify schedules and plans as required.
l. Minimum of five years' managing projects in excess of $1,000,000 per year that crosses multiple organizations and disciplines.
m. Must be an effective communicator (oral and written)
n. Have an ability to work professionally with individuals and diverse groups.
o. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.
p. Combination of five years of Project Management in information technology, including one year of recent experience in a management or supervisory capacity, plus one year of experience in the functional area of the project to be managed.

q. Must have a strong understanding of Microsoft Visio.
r. Have well-developed time management skills.
s. Project Management Professional Certification required.
t. Bachelor's Degree in Business Management or related field experience, M.B.A. preferred.
u. Must possess (or have the ability to attain) a "Q" level security clearance.

12. **Business Process Analyst I**
    a. Must have a minimum of 5-10 years of relevant experience in business process analytics.
    b. Documents compliance and legal rules, corporate mandates, internal best practices to facilitate sharing, process efficiency and communication.
    c. Documents benefits and needs of all information stakeholders, including internal stake-holders (e.g. knowledge workers, legal staff, risk managers, Line of Business managers and external stakeholders. Integral to every functional area and business application.
    d. Identify infrastructure, rules and guidelines and ancillary services to assist departments in efficiently and effectively managing their information, facilitate the establishment of an organizational wide standard of quality.
    e. The Business Analyst I must be capable of analyzing information under the direction of Enterprise Architect.
    f. Develop and/or refine business, functional and performance requirement for all proposed and existing information systems.
    g. Must be able to document business processes in a baseline state and produce reports to clearly articulate proposed modified states.
    h. Assist in the identification of operational business processes and documentation of the processes.
    i. The Business Analyst I will collect system essential documentation in the design, deployment and maintenance of the ECM platform.
    j. The Business Analyst I must be capable of analyzing information under the direction of Enterprise Architect.
    k. Must be able to document business processes in a baseline state and produce reports to clearly articulate proposed modified states.
    l. Assist in the identification of operational business processes and documentation of the processes.
    m. The Business Analyst I will collect system essential documentation in the design, deployment and maintenance of the ECM platform.
    n. Must have a minimum of three years' experience in business process analytics.
    o. Must be an effective communicator (oral and written).
    p. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Microsoft Project, Microsoft Visio, Internet Explorer, Lotus Notes, and Adobe Professional.
    q. Business Process Management Master (BPMM) certification preferred but not required;
    r. Information Organization & Access Master (IOAM) certification preferred but not required;

s. Knowledge of and three to five years of experience in Continuous Improvement, Business Process Analysis, Lean Process Management, Six Sigma, Total Quality Management

t. Must possess (or have the ability to attain) a "Q" level security clearance.

13. Document Management Specialist

a. NOVA will provide a Document Management Specialist to support the EIS initiatives.

b. Strong understanding of Document Control/ Mail Control and 10-15 years of relevant experience;

c. Electronic Records Management Master (ERMM) certification preferred but not required;

d. Information Organization & Access Master (IOAM) certification preferred but not required;

e. Self-motivated and inquisitive to understand and evaluate "why" things are being performed the way they are and not simply knowing "what" is being done.

f. Strong communication skills to interface with administrative support staff, technical personnel as well as DOE senior officials.

g. Must be an effective communicator (oral and written)

h. Have an ability to work professionally with individuals and diverse groups.

i. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

j. Must be proficient in the use of Microsoft Office (Word / Excel / PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.

k. Have well-developed time management skills.

l. Must possess (or have the ability to attain) a "Q" level security clearance.

14. System Administrator 2

a. Installs, supports, and maintains servers or other computer systems, and planning for and responding to service outages and other problems.

b. Other duties may include, but are not limited to; scripting, network design, and troubleshooting desktop problems beyond the knowledge of technical support staff.

c. Implements security concepts associated with this position and implemented technology

d. Support in operating, monitoring, securing, and sustaining the Storage Area Network (SAN), VMware cluster servers and backup systems; establishing and implementing backup and failover SOPs; testing and implementing data recovery procedures within the Network Attached Storage; providing Operation & Maintenance for IT service management, System Center Configuration Manager, VMware ESX, Microsoft System Center Operations Manager, Citrix servers, and creating organization units (OUs) and sub-OUs. Utilize a service management tool to ensure accurate trouble ticket tracking. Prioritize tasks and provide optimal administration across the various tools identified

e. Assists in the development of standardized procedures for Local Area Network (LAN) operation and associated documentation in accordance with prescribed governance standards
f. Evaluates new technology and makes recommendations for implementation.
g. Analyzes requirements for system upgrades and implementations including hardware/software resources, logistics and planning issues, testing and training.
h. Experienced engineers may be used for planning and to direct the activities of other engineers and technicians.
i. Other duties may include, but are not limited to any of the following: setup and administration of SMTP e-mail, creation of Public Folders, troubleshooting and resolving client side e-mail issues, and administration of NT Gateway Services.
j. Must be able to provide support for network and communication protocols relating to email and LAN connectivity, including TCP/IP, SMTP, and LDAP.
k. Must be able to maintain email encryption technologies on multiple devices and environments (for example, laptops, desktops, tablets, smart phones).
l. Performs other duties as assigned by Program Manager
m. Must be experienced in the design and integration of multiple network operating systems, protocols and topologies.
n. Develops standardized procedures for LAN operation and associated documentation.
o. Experience in designing, implementing, and maintaining MS Exchange and Lotus Notes.
p. Highly recommended: Microsoft Certified Systems Engineer (MCSE), with experience with migrating Lotus to Exchange environment
q. 7 years of experience in administrating Windows based servers with limited experience Linux.
r. Must be able to provide the Program Manager the following deliverables monthly by 5th business day of the start of the month:
s. Must document all incidents as it relates to hardware or software failures. Ensure documentation of all investigations. Notice: The contractor will NOT document the nature of the investigations or who is being investigated, only the timeframe, cost and the duration of the event.
t. Have the ability to provide solutions on reducing data footprint.
u. Must provide written reports on new technologies that may improve productivity and reduce cost.
v. Ability to perform business intelligence techniques in data mining, process mining, business performance, benchmarking, and predictive analytics.
w. Must provide upcoming outage schedule.
x. Must update schedule of expiring warranties for renewals.
y. Have the ability to compile lessons learned on a perpetual basis.
z. Bachelor's degree in Computer Science or a related field.
aa. Able to obtain a Q-clearance required.

15. System Administrator/ SharePoint 2

a. Manages all aspects of DOE-SR's SharePoint environment, including but not limited to: design, architecture, availability, reliability, performance, monitoring, and security of the server farms.
b. Support and conduct advanced research on the Microsoft SharePoint product portfolio, services, protocols, and standards to remain abreast of developments in the industry.
c. Must be able to create and contribute to the development and maintenance of an Enterprise-wide Governance policy and participate in Governance Committee discussions.
d. Other duties may include, but are not limited to; scripting, network design, and troubleshooting desktop problems beyond the knowledge of technical support staff.
e. Assists in the development of standardized procedures for Local Area Network (LAN) operation and associated documentation in accordance with prescribed governance standards
f. Implements security concepts associated with this position and implemented technology.
g. Support in operating, monitoring, securing, and sustaining the Storage Area Network (SAN), VMware cluster servers and backup systems; establishing and implementing backup and failover SOPs; testing and implementing data recovery procedures within the Network Attached Storage; providing Operation & Maintenance for IT service management, System Center Configuration Manager, VMware ESX, Microsoft System Center Operations Manager, Citrix servers, and creating organization units (OUs) and sub-OUs. Utilize a service management tool to ensure accurate trouble ticket tracking. Prioritize tasks and provide optimal administration across the various tools identified.
h. Must be able to successfully work with a training team to develop syllabuses for training of user of different levels of users in the Enterprise.
i. Should be highly self-motivated and directed, with keen attention to detail.
j. Must be comfortable working within a team of people; capable of mentoring and training others and have the ability to communicate with people on all levels of technical knowledge.
k. Must be able to provide support for network and communication protocols relating to LAN connectivity, including TCP/IP, and LDAP.
l. Three years' experience working with MS SharePoint Platform with recent experience (within the last 12 months) using MOSS 2007 specifically in an administrative capacity.
m. Three years of Microsoft Windows Server administration maintenance in an enterprise environment; Concentrations on Windows Server 2003 x86 and x64, Windows Server 2008 x86 and x64, including Standard, Enterprise and Datacenter Editions (and/or R2).
n. Three years of Windows 2008 Server with Active Directory design, architecture, and administration.
o. Three years' experience with SharePoint Development, SharePoint Designer Workflow, InfoPath Forms Development, Custom Web Part Development, SharePoint Branding Experience, CAML, HTML, ASPX.

p. Three years' experience with SQL Server 2005 and 2008 as it relates to SharePoint server along with basic understanding of SQL Clustering theories and Data Storage.

q. Two years' experience in configuration and issue resolution of MS Internet Information Services (IIS).

r. Bachelor's degree in Computer Science or related field is required. May substitute one year of hands on experience in a relevant field for each year of formal training.

s. Must possess strong interpersonal, written and oral communication skills, and have outstanding, rapid technical comprehension to troubleshoot and remediate planned and unplanned outages; all while delivering outstanding customer service.

t. Microsoft Certifications: MSCE Server 2003, MCTS SharePoint.

u. Must be able to provide support for network and communication protocols relating to email and LAN connectivity, including TCP/IP, SMTP, and LDAP.

v. Should have essential Linux based site administration skills, experience with SSH, FTP , and be able to work on the Linux command line

w. Experience with SSH, PHP, Apache MySQL

x. Performs other duties as assigned by Program Manager

y. Provide the System Administrator 2 the following deliverables monthly by 5th business day of the start of the month:

z. Document all incidents as it relates to hardware or software failures. Ensure documentation of all investigations. Notice: The contractor will NOT document the nature of the investigations or who is being investigated, only the timeframe, cost and the duration of the event.

aa. Provide solutions on reducing data footprint.

bb. Provide written reports on new technologies that may improve productivity and reduce cost.

cc. Perform business intelligence techniques in data mining, process mining, business performance, benchmarking, and predictive analytics.

dd. Provide upcoming outage schedule.

ee. Upcoming warranties renewals.

ff. Provide any lessons learned over the period.

gg. Bachelor's degree in Computer Science or a related field.

hh. Able to obtain a Q-clearance required.

16. System Administrator 1

a. Support System Administrator 2 responsible for installing, supporting, and maintaining servers or other computer systems, and planning for and responding to service outages and other problems.

b. Other duties may include, but are not limited to; scripting, network design, and troubleshooting desktop problems beyond the knowledge of technical support staff.

c. Support in operating, monitoring, securing, and sustaining the SAN, VMware cluster servers and backup systems; establishing and implementing backup and failover SOPs; testing and implementing data recovery procedures within the

Network Attached Storage; providing Operation & Maintenance for IT service management, System Center Configuration Manager, VMware ESX, Microsoft System Center Operations Manager, Citrix servers, and creating OUs and sub-OUs. Utilize a service management tool to ensure accurate trouble ticket tracking. Prioritize tasks and provide optimal administration across the various tools identified.

d. Analyzes local area network systems (LAN), including planning, designing, evaluating, selecting operating systems, protocol suites, and configuring communication media. Resolves interoperability problems to obtain operation across all platforms including e-mail, files transfer, multimedia, teleconferencing, etc.

e. Other duties may include, but are not limited to any of the following: setup and administration of SMTP e-mail, creation of Public Folders, troubleshooting and resolving client side e-mail issues, and administration of NT Gateway Services.

f. Configures systems to user environments. Supports acquisition of hardware and software.

g. Implements security concepts associated with this position.

h. Responsible for desktop managed services

i. Performs other duties as assigned by Program Manager

j. Provide the Program Manager the following deliverables monthly by 5th business day of the start of the month:

k. Document all incidents as it relates to hardware or software failures. Ensure documentation of all investigations. Notice: The contractor will NOT document the nature of the investigations or who is being investigated, only the timeframe, cost and the duration of the event.

l. Provide solutions on reducing data footprint.

m. Provide written reports on new technologies that may improve productivity and reduce cost.

n. Perform business intelligence techniques in data mining, process mining, business performance, benchmarking, and predictive analytics.

o. Provide upcoming outage schedule.

p. Upcoming warranties renewals.

q. Provide any lessons learned over the period.

r. Three to Five years of experience in administrating Windows based servers.

s. Have the ability to clearly and succinctly communicate.

t. Ability to maintain or obtain a "Q" security clearance is required.

17. Software Engineer – Share Point 2

a. Design, modify, develop, write and implement software programming applications using the Software Development Lifecycle Methodology.

b. Develop applications independently and/or on project teams focused on delivering business solutions for our customers.

c. Responsible for gathering data on new technology and end user requirements.

d. Implement high quality, scalable and extendable SharePoint solutions.

e. Design and develop custom SharePoint Web parts.

f. Design and implement workflows business to improve business outcomes.

g. Design and customize InfoPath or Web enabled forms.
h. Perform unit testing for all assigned deliverables and directing testing efforts.
i. Analyze technologies, technical processes and/or functions; documenting findings, identifying areas for improvement and creating specifications to implement.
j. Participates in all phases of the software development life cycle including the design, development, integration, testing and implementation phases.
k. Performs quality assurance and technical review activities.
l. Works with management and end-user groups to identify and translate requirements for future product enhancements.
m. Assists in the resolution of end-user software problems.
n. Provide innovative ways to improve the business system within SharePoint.
o. Senior developer may be used to direct the activities of other developers.
p. Seven years' experience designing, implementing and maintaining software applications. Must have background in one or more of the following: database analysis, administration, design and development, client-server architectures, Web-enabled applications and graphics design.
q. Five years' experience with creating master style sheets and multiple master sheets
r. Three years' experience with quality assurance, prototyping, construction, and integration
s. Three years' experience in installation and configuration of MS SQL Server.
t. Two years' experience with MS OS as it relates to MS SharePoint development.
u. Two years' experience with internal and external access security schema.
v. Excellent written and oral communication skills.
w. Have the ability to clearly and succinctly communicate
x. Two years or more experience with Drupal, including key modules such as CCK, Views and Panels
y. Experience with SSH, PHP, Apache MySQL
z. Experience with Drupal Commons
aa. Drupal theming experience, strong HTML, CSS, image manipulation, and JavaScript skills, and PHP skills sufficient to work comfortably with Drupal theme
bb. Experience with the Fusion base theme, PHP experience Should have an active interest in Internet analytics, and exposure to topics such as SEO, PPC, landing page optimization, site analytics and tracking tools
cc. Experience in .Net 3.x, SharePoint 2007, SharePoint Designer 2007, SharePoint 2010
dd. Experience with quality assurance, prototyping, construction, and integration
ee. Possess strong MS platform knowledge and skills
ff. Experience with SharePoint 2010 and SharePoint Designer 2010
gg. Experience with creating master style sheets and multiple master sheets
hh. Familiar with internal and external access security schema
ii. Exceptional communication, documentation and organizational skills
jj. Provide the Program Manager the following deliverables monthly by 5th business day of the start of the month:

kk. Provide the results of vulnerability scan results, penetration tests, log analysis results, and potential problems.
ll. Review and develop on Certification and Accreditation documentation for the federal boundary.
mm. Assist in developing network architecture documentation for the site and federal networks.
nn. Provide schedule of to be areas of the network to be scanned.
oo. Performs other duties as assigned by Program Manager
pp. Bachelor's degree in Computer Science or related field is required. May substitute one year of hands on experience in a relevant field for each year of formal training. Ability to maintain or obtain a "Q" security clearance is required
qq. Able to obtain a Q-Clearance required

18. Software Engineer 2

a. Design, modify, develop, write and implement software programming applications using the Software Development Lifecycle Methodology.
b. Develop applications independently and/or on project teams focused on delivering business solutions for our customers.
c. Responsible for the implementation of the proof-of-concept of the innovation ideas.
d. Responsible for gathering data on new technology and end user requirements.
e. Implement high quality, scalable and extendable SharePoint solutions.
f. Design and develop custom SharePoint Web parts.
g. Develop application for agnostic platform deployment (i.e. app store).
h. Responsible for analyzing new and innovative technology for enterprise deployment.
i. Responsible for the conversion of legacy applications to new technology.
j. Responsible for the coding required for communications, database integration, and data translation.
k. Participates in all phases of the software development life cycle including the design, development, integration, testing and implementation phases.
l. Performs quality assurance and technical review activities.
m. Assists in the resolution of end-user software problems.
n. Five years of experience with multiple programming languages to include ASP.net
o. Five years of experience with quality assurance, prototyping, construction, and integration
p. Five years of experience on the Microsoft platforms
q. Five years of experience creating master style sheets and multiple master sheets
r. Three years of experience with internal and external access security schema.
s. Have the ability to clearly and succinctly communicate
t. The ability to communicate and teach non-technical users is a must.
u. Experience with Drupal Commons

v. Drupal theming experience, strong HTML, CSS, image manipulation, and JavaScript skills, and PHP skills sufficient to work comfortably with Drupal theme

w. Experience with the Fusion base theme, PHP experience

x. Should have essential Drupal site administration skills, experience with SSH, FTP and SVN, and be able to work on the Linux command line, though full Linux "sysadmin" experience is not required.

y. Should have an active interest in Internet analytics, and exposure to topics such as SEO, PPC, landing page optimization, site analytics and tracking tools

z.

aa. Provide the Program Manager the following deliverables monthly by 5th business day of the start of the month:

bb. Provide a document that illustrates a list of tasks, due dates, percent complete, work accomplished, and any issues that may impact future efforts.

cc. Provide status of the task of Work Request Form in monthly meeting.

dd. Provide priority list of tasks being worked.

ee. Provide review comments on Department and local level policy

ff. Performs other duties as assigned by Program Manager

gg. Bachelor's degree in Computer Science or related field is required. May substitute one year of hands on experience in a relevant field for each year of formal training.

hh. Able to obtain a Q-Clearance required

19. Software Engineer 1

a. Supports the software development life cycle including the design, development, integration, and testing and implementation phases.

b. Performs quality assurance and technical review activities on development application.

c. Assists in the resolution of end-user software problems.

d. Works with management and end-user groups to identify and translate requirements for future product enhancements.

e. Responsible for gathering data on new technology and end user requirements.

f. Implement high quality, scalable and extendable SharePoint solutions.

g. Design and develop custom SharePoint Web parts.

h. Develops technical documentation, end-user documentation and training materials on development applications.

i. Perform software programming/software development including data base development, web design, and applications programming.

j. Perform software modeling, integration, and testing per the Software Development Lifecycle Methodology.

k. Develop and maintain all external websites utilizing all applicable Federal and local requirements.

l. Be able to develop software using the three-tiered application model (i.e. presentation, application, and storage)

m. Excellent written and oral communication skills.

n. Have the ability to clearly and succinctly communicate

o. Performs other duties as assigned by Program Manager
p. Provide the Program Manager the following deliverables monthly by 5th business day of the start of the month:
q. Provide a document that illustrates a list of tasks, due dates, percent complete, work accomplished, and any issues that may impact future efforts.
r. Provide status of the task of Work Request Form in monthly meeting.
s. Provide priority list of tasks being worked.
t. Three years of technical experience designing, implementing and maintaining software applications. Must have background in one or more of the following: database analysis, administration, design and development, client-server architectures, Web-enabled applications and graphics design.
u. Bachelor's degree in Computer Science or related field is required. May substitute one year of hands on experience in a relevant field for each year of formal training
v. Able to obtain a Q-clearance required.

20. Computer Specialist 3

a. Promote self-service tools and the knowledge repository as mechanisms to improve end-user satisfaction and reduce costs.
b. Build and maintain relationships with all IT units to ensure that IT-delivered services and end-user productivity goals are understood and exceeded.
c. Interface with M & O contractors on IT related matters. (i.e. desktop services)
d. Perform end-user satisfaction surveys (transactional and periodic), and develop action plans to address areas needing improvement.
e. Develop a strategy for leveraging social networking to capture support activities, increase business communication and help support end users.
f. Responds to user trouble tickets based on established service level agreements.
g. Senior level specialists may be used to direct the activities of other specialists and handle escalated trouble tickets
h. Performs other duties as assigned by Program Manager
i. Provide the Program Manager the following deliverables monthly by 5th business day of the start of the month:
j. Monthly totals for Trouble tickets
k. Issues remaining from prior month
l. Status of Projects or initiatives
m. Provide review comments on Department and local level policy.
n. Leverage service desk best practices and process frameworks, such as the ITIL, to drive continual process improvement.
o. Minimum of 7 years of experience in IT or related field
p. Associate's degree in Computer Science or a related field or technical training in office automation hardware and software.
q. Able to obtain Q-clearance required.

21. Help Desk Coordinator

a. Assesses and troubleshoots computer support problems and applies understanding of computer software and hardware products and services to resolve problems of users.
b. Receives telephone calls and e-mails from users having problems using computer software and hardware or inquiring how to use specific software, programming languages, electronic mail, or operating systems.
c. Ascertains from computer user the nature of problem, determines whether problem is caused by hardware such as modem, printer, cables, or telephone, formulates diagnosis, and assists users through problem solving steps: Talks with co-workers to research problem and find solution.
d. Tests software and hardware to evaluate ease of use and whether product will aid user in performing work.
e. Writes software and hardware evaluation and recommendation for management review.
f. Writes or revises user-training manuals and procedures.
g. Develops training materials, such as exercises and visual displays.
h. Trains users on software and hardware on-site or in classroom, or recommends outside contractors to provide training.
i. Performs other duties as assigned by Program Manager
j. Minimum of 7 years of experience in IT or related field
k. Associate's degree in Computer Science or a related field or technical training in office automation hardware and software.
l. Able to obtain Q-clearance required.

22. Computer Specialist 2

a. Promote self-service tools and the knowledge repository as mechanisms to improve end-user satisfaction and reduce costs.
b. Build and maintain relationships with all IT units to ensure that IT-delivered services and end-user productivity goals are understood and exceeded.
c. Perform end-user satisfaction surveys (transactional and periodic), and develop action plans to address areas needing improvement.
d. Develop a strategy for leveraging social networking to capture support activities, increase business communication and help support end users.
e. Performs daily user support for hardware and software issues over the telephone and in person.
f. Responds to user trouble tickets based on established service level agreements.
g. Able to use common helpdesk software applications (i.e. Remedy) to track all aspects of trouble tickets, including histories and problem resolution information.
h. Assists users with installation and configuration issues relating to supported software applications and standard hardware configurations as well as general network access.
i. Senior level specialists may be used to direct the activities of other specialists and handle escalated trouble tickets
j. Performs other duties as assigned by Program Manager

k. Associate's degree in Computer Science or a related field or technical training in office automation hardware and software.
l. Able to obtain Q-clearance required.

23. Computer Specialist 1

a. Performs daily user support for hardware and software issues over the telephone and in person.
b. Log all service center interactions utilizing Remedy or similar software solution.
c. Identify and escalate situations that cannot be resolved by Tier 1 support.
d. Stay current with system information, changes and updates.
e. Responds to user trouble tickets based on established service level agreements.
f. Able to use common helpdesk software applications to track all aspects of trouble tickets, including histories and problem resolution information.
g. Assists users with installation and configuration issues relating to supported software applications and standard hardware configurations as well as general network access.
h. Build and deploy computer systems including image management.
i. Perform sanitization of IT equipment as directed by COR
j. One year of technical experience with microcomputers, DOS and Windows operating systems, office application suites (including word processors, spreadsheets, presentation applications and databases) and client-server applications.
k. Performs other duties as assigned by Program Manager
l. High School Diploma/GED or technical training in office automation hardware and software.
m. Have the ability to clearly and succinctly communicate
n. Able to obtain and maintain L-clearance required.

24. Cyber Security Specialist (Information Network Assurance Specialist) – Unclassified

a. Conducts comprehensive assessments of the management, operational, and technical security controls of classified & unclassified systems to determine the overall effectiveness of the controls.
b. Provides an assessment of the severity of weaknesses or deficiencies discovered in the information system and its environment of operation and recommends corrective actions to address identified vulnerabilities.
c. Assists in the Planning, Development, and Review of Computer Security Program Management Planning Activities.
d. Assist the Authorizing Official Representative (AOR) and Information System Security managers (ISSM)s in the development and coordination of Computer Security Risk Assessments, Accreditation approvals, certifications, routine auditing of systems and program corrective action validation.
e. Perform validation activities to provide assurance that contractor activities performed are compliant; aid in determining risks; and develop Plan of Actions and Milestones (POAM)s to meet departmental requirements.

f. Perform technical assessments and penetration vulnerability testing of systems in the unclassified and classified accreditation boundaries to satisfy testing requirements governed by the DOE Program Cyber Security Plan (PCSP) or other HQ policies and procedures directed by the COR.

g. Assist in the review and evaluation of comments relative to external reports, profiles and assessments, and provide support to collect data and provide input to reports as directed by COR.

h. The contractor shall provide technical Certification Agent support by developing and performing test cases for certification of classified and unclassified networks and systems.

i. The contractor shall provide other technical oversight support on technical cyber security projects and PCSP mandated requirements by attending meetings, developing procedures, tracking contractor tasks, and verification of completed duties as assigned.

j. Ensures the implementation of protection measures that are documented in security

k. Documents any special protection requirements identified by the application owner, data owner or data steward, and ensures that these requirements are included within the protection measures implemented in the information system;

l. Ensures that users and systems administrators are properly trained in information system security by identifying cyber security training needs and the personnel who needs to attend the cyber security training

m. Implement and monitor intrusion detection and prevention systems

n. Ensure that the Cyber Security Baseline Configuration Management protection features are implemented and maintained.

o. Ensure audit data relating to the actions of all privileged users are stored beyond the reach of those recipient users and that all accesses to the data are also audited.

p. Performs other duties as assigned by Program Manager or DOE Counterpart.

q. Minimum of 4 years of experience in IT security or related field.

r. Additional required certifications: Certified Information Systems Security Professional (CISSP), Certified Ethical Hacker (CEH)

s. Bachelor's degree in Computer Science or related field is required. May substitute one year of hands on experience in a relevant field for each year of formal training.

t. Ability to maintain or obtain a "Q" security clearance is required

25. Cyber Security Specialist (Information Network Assurance Specialist) – Classified

a. Preform designated ISSO duties which may include:Conducts comprehensive assessments of the management, operational, and technical security controls of classified & unclassified systems to determine the overall effectiveness of the controls.

b. Provides an assessment of the severity of weaknesses or deficiencies discovered in the information system and its environment of operation and recommends corrective actions to address identified vulnerabilities.

c. Assists in the Planning, Development, and Review of Computer Security Program Management Planning Activities.

d. Assist the Authorizing Official Representative (AOR) and Information System Security managers (ISSM)s in the development and coordination of Computer Security Risk Assessments, Accreditation approvals, certifications, routine auditing of systems and program corrective action validation.

e. Perform validation activities to provide assurance that contractor activities performed are compliant; aid in determining risks; and develop Plan of Actions and Milestones (POAM)s to meet departmental requirements.

f. Perform technical assessments and penetration vulnerability testing of systems in the unclassified and classified accreditation boundaries to satisfy testing requirements governed by the DOE Program Cyber Security Plan (PCSP) or other HQ policies and procedures directed by the COR.

g. Assist in the review and evaluation of comments relative to external reports, profiles and assessments, and provide support to collect data and provide input to reports as directed by COR.

h. The contractor shall provide technical Certification Agent support by developing and performing test cases for certification of classified and unclassified networks and systems.

i. The contractor shall provide other technical oversight support on technical cyber security projects and PCSP mandated requirements by attending meetings, developing procedures, tracking contractor tasks, and verification of completed duties as assigned.

j. Ensures the implementation of protection measures that are documented in security

k. Documents any special protection requirements identified by the application owner, data owner or data steward, and ensures that these requirements are included within the protection measures implemented in the information system;

l. Ensures that users and systems administrators are properly trained in information system security by identifying cyber security training needs and the personnel who needs to attend the cyber security training

m. Implement and monitor intrusion detection and prevention systems

n. Ensure that the Cyber Security Baseline Configuration Management protection features are implemented and maintained.

o. Ensure audit data relating to the actions of all privileged users are stored beyond the reach of those recipient users and that all accesses to the data are also audited.

p. Performs other duties as assigned by Program Manager or DOE Counterpart.

q. Minimum of 4 years of experience in IT security or related field.

r. Additional required certifications: Certified Information Systems Security Professional (CISSP), Certified Ethical Hacker (CEH)

s. Bachelor's degree in Computer Science or related field is required. May substitute one year of hands on experience in a relevant field for each year of formal training.

t. Ability to maintain or obtain a "Q" security clearance is required

26. IT Security Engineer

a. Perform duties of the Information Systems Security Officer (ISSO) for Classified and Unclassified systems
b. Web content review/monitoring
c. Experience in performing assessments on enterprise system software, security on Windows and Linux servers, and the analysis of security vulnerabilities identifying recommendations for the remedy of the particular environment.
d. Experience in developing and implementing policies, standards and guidelines covering data security, disaster recovery, continuity of operations, and contingency planning.
e. Develop technical solutions to support client requirements in solving moderately complex network, platform, and system security problems.
f. Apply activity and data modeling transaction flow analysis; internal control and risk analysis; modern business methods; and performance measurement techniques.
g. Assist in establishing standards for information system procedures.
h. Conduct secure system engineering and development, including system/security requirements analysis and secure system definition.
i. Designs test beds of advanced hardware and software solutions. Implements security concepts associated with this position and implemented technology.
j. Proven experience in establishing procedures for Intrusion Detection Systems, firewalls, and other security architecture devices.
k. Perform vulnerability scans on network
l. Perform forensics analysis using tools provided.
m. Strong communications skills with the ability to develop security related standard operating procedures and other documents.
n. 4+ years in IT security.
o. Highly desired certifications: CISSP, Certified Ethical Hacker (CEH), EnCase certified examiner
p. Able to obtain a Q-Clearance required

27. Video/Teleconferencing Technician

a. Video Teleconferencing services shall include, but not be limited to, the operation, scheduling, establishing, troubleshooting and monitoring of all equipment and systems associated with the DOE-SRS Video Teleconference Network.
b. Managing and controlling all items associated with the Video Teleconference Network to include accounting for, properly handling, controlling, and storing those items.
c. Video Teleconference Technician (VTT) is designated as the single point-of-contact for scheduling and coordinating Video-teleconferencing (VTC) activities involving DOE-SRS, the DOE-SRS Video Teleconference Network employees

and for all DOE-SRS and Support Service Contractor employees requiring telecommunications service(s).

d. The VTT schedules the video teleconferences and ensures that all VTC equipment is working properly and/or is reported immediately to the DOE Task Manager if not working and accounts for the VTC equipment. Will document and log all VTC appointments using the automated bridging conferencing network equipment.

e. Accountable property will be logged and maintained current at all time. VTT will maintain the database current with information regarding the Life Cycle Management of property and services provided to customer.

f. The VTT will maintain the required records, both electronic and paper, to show the audit trail and life cycle management information on equipment and services provided to all customers.

g. The VTT ensures that proper facilities are available for the necessary placement of wiring for both voice and data circuits to meet the needs of the telephone service request (TSR) for new service.

h. The VTT must ensure that a Telecommunications Work Request form, SR 212 is completed for telephone services after having validated the requirement on the approved SR 212. The information on the TSR is then provided to telecommunication personnel and tracked by the VTT to remain updated on the current status of requests.

i. Telephone Coordination services include, but are not limited to, relocating telephone, FAX, modem lines, cellular phones, and conducting an inventory of DOE-SRS telecommunication equipment.

j. Prepare Telephone Service Requests (TSRs) for processing and maintaining an appropriate filing system that incorporates the current and background requests.

k. Record and track requests on a specified automated system and provide management reports to the Project Manager as requested for services performed.

l. Receive and process requests for DOE site pagers, radios and nationwide pagers.

m. Assist in the provisioning of smartphones devices. (i.e. blackberries, iPhones, iPADs, etc)

n. Able to obtain L-clearance required.

28. Information Technology Capital Planning Consultant

a. Provides expert level consultative support

b. Have extensive knowledge in IT capital planning regulations and policies, such as the Clinger-Cohen Act, to manage and control IT initiatives, portfolios, investment priorities,

c. Prepare and submit budget data through DOE-HQ OCIO to Office of Management and Budget (OMB) using the "electronic Capital Planning and Investment Control" (eCPIC) application;

d. Provide technical guidance on the network architecture and topology (including transmission protocols, broadcasting, switching, control, and management) and network systems management methods (including end-to-end systems performance monitoring) sufficient to plan, design, develop, manage and

enhance highly efficient network systems that respond to enterprise requirements.

e. Perform monthly, quarterly, and annual reviews of OMB A-11 Exhibit 53 and Exhibit 300 data, inputs data into the DOE OCIO "electronic Capital Planning and Investment Control" (eCPIC) system,

f. Prepare and forward DOE Control Review Certification forms to DOE Headquarters. Identifies weakness in CPIC reporting areas and recommends/initiates action to improve OMB A-11 scoring.

g. Develops requirements for a project's conception to conclusion in a subject matter area

h. May design major projects and provides program management oversight for large detailed projects or has specific knowledge in a highly specialized area

i. Must be proficient in the use of Microsoft Office (Word/ Excel/ PowerPoint), Internet Explorer, Lotus Notes, and Adobe reader

j. Must be an effective communicator (oral and written)

k. Have an ability to work professionally with individuals, the public and diverse groups

l. Have well-developed time management and schedule coordination skills

m. Employee may be required to possess or have the ability to attain up to a Q security clearance.

n. Bachelor's degree or equivalent experience and training

29. Records Management Specialist II (Data Analyst previous contract)

a. Must have the ability to collect, synthesize, organize, and manage corporate information in support of business units across the enterprise. This includes accumulating, understanding, and leveraging DOE-specific knowledge for the benefit of the organization, its clients, its employees, and its business partners.

b. The Records Management Specialist II role is to facilitate the submittal of physical and electronic records to the Enterprise Records management application.

c. Performs all aspects of Records Management process to integrate with IBMS. Must have Strong understanding of Regulatory requirements to include NARA, NQA-1 Guidelines, and DOE QA perspective. OMB requirements of lifecycle information management.

d. Familiarity with paperwork reduction act. Performs, records audits of Fed organizations, records inventories, training of Records Management Coordinators. coordinates requests for records with appropriate offices prior to granting access; And ensures record disposition in accordance with NARA-approved Disposition Schedules

e. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Microsoft Project, Microsoft Visio, Internet Explorer, Lotus Notes, and Adobe Professional.

f. Strong understanding of electronic Records Management and 10-15 years of relevant experience

g. Electronic Records Management Master (ERMM) certification preferred but not required.

h. Information Organization & Access Master (IOAM) certification preferred but not required.
i. Self-motivated and inquisitive to understand and evaluate "why" things are being performed the way they are and not simply knowing "what" is being done.
j. Strong communication skills to interface with administrative support staff, technical personnel as well as DOE senior officials.
k. Must be an effective communicator (oral and written).
l. Have an ability to work professionally with individuals and diverse groups.
m. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.
n. Have well-developed time management skills.
o. Must possess or have the ability to attain a "Q" level security clearance.

30. Records Management Specialist I

a. Must have the ability to collect, synthesize, organize, and manage corporate information in support of business units across the enterprise. This includes accumulating, understanding, and leveraging DOE-specific knowledge for the benefit of the organization, its clients, its employees, and its business partners.
b. The Records Management Specialist II role is to facilitate the submittal of physical and electronic records to the Enterprise Records management application.
c. Performs all aspects of Records Management process to integrate with IBMS. Must have Strong understanding of Regulatory requirements to include NARA, NQA-1 Guidelines, and DOE QA perspective. OMB requirements of lifecycle information management.
d. Familiarity with paperwork reduction act. Performs, records audits of Fed organizations, records inventories, training of Records Management Coordinators. coordinates requests for records with appropriate offices prior to granting access; And ensures record disposition in accordance with NARA-approved Disposition Schedules
e. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Microsoft Project, Microsoft Visio, Internet Explorer, Lotus Notes, and Adobe Professional.
f. Strong understanding of electronic Records Management and 5-10 years of relevant experience
g. Electronic Records Management Master (ERMM) certification preferred but not required.
h. Information Organization & Access Master (IOAM) certification preferred but not required.
i. Self-motivated and inquisitive to understand and evaluate "why" things are being performed the way they are and not simply knowing "what" is being done.
j. Strong communication skills to interface with administrative support staff, technical personnel as well as DOE senior officials.
k. Must be an effective communicator (oral and written).
l. Have an ability to work professionally with individuals and diverse groups.

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m. Must possess or have the ability to attain a "Q" level security clearance.

31. Junior Business Process Analyst

a. Familiarity in accounting, finance, marketing, organization behavior, and business development.
b. Plan, research, design, write, and edit documents as directed by Project Manager.
c. Analyze information technology requirements to determine various types of artifacts as required.
d. Must possess strong interpersonal, written and oral communication skills, and have outstanding, rapid technical comprehension to troubleshoot and remediate

planned and unplanned outages; all while delivering outstanding customer service.
e. Performs other duties as assigned by Program Manager or COR.
f. Collect and interpret technical data as directed by Project Manager. g. Bachelor's Degree in Business Management or similar discipline.
h. Able to obtain L-clearance required.

32. COMSEC Network Technician Qualifications MOD 0006

a. Knowledge of basic theories, principles, methods and techniques of electronic and telecommunications, required to assist in the development, maintenance, installation, administration and operation of the SIMEX center and telecommunications required to meet DOE goals and objectives.

b. Knowledge of basic telephone procedures, engineering terms and abbreviations, units of measure and traffic theory to covert user telecommunications requirements into system design to be used to meet DOE and national policy.

c. Knowledge of various methods/medias for transmitting data, facsimile, video signals from point-to-point and multipoint locations.

d. Knowledge of principles and techniques of emergency communications plans to develop and integrate systems.

e. Knowledge of COMSEC equipment and systems and regulations sufficient to develop and recommend the system best suited for a particular secure communications requirement.

f. Knowledge of government requirements and regulations pertaining to the management and operations of telecommunications systems.

g. Knowledge of DOE Security and National Security Agency regulation and procedures.

33. COMSEC Senior Network Technician

a. Mastery of advanced concepts, principles, and practices in telecommunications, Communications Security (COMSEC) and telecommunications management to serves as a technical authority for DOE.

b. Knowledge of basic theories, principles, methods and techniques of electronic and telecommunications, required to assist in the development, maintenance, installation, administration and operation of the SIMEX center and telecommunications required to meet DOE goals and objectives.

c. Knowledge of design procedures, engineering practices, security requirements, commercial network principles, and traffic theory to convert user telecommunications requirements into system design decisions.

d. Mastery of advanced concepts, principles, and practices in telecommunications, Communications Security (COMSEC) and telecommunications management to serves as a technical authority for DOE.

e. Knowledge of basic theories, principles, methods and techniques of electronic and telecommunications, required to assist in the development, maintenance, installation, administration and operation of the SIMEX center and telecommunications required to meet DOE goals and objectives.

f. Knowledge of design procedures, engineering practices, security requirements, commercial network principles, and traffic theory to convert user telecommunications requirements into system design decisions.

34. COMSEC Communications Specialist

a. Knowledge of basic theories, principles, methods and techniques of electronic and telecommunications, required to assist in the development, maintenance, installation, administration and operation of the SIMEX center and telecommunications required to meet DOE goals and objectives.

b. Knowledge of basic telephone procedures, engineering terms and abbreviations, units of measure and traffic theory to covert user telecommunications requirements into system design to be used to meet DOE and national policy.

c. Knowledge of various methods/medias for transmitting data, facsimile, video signals from point-to-point and multipoint locations.

d. Knowledge of principles and techniques of emergency communications plans to develop and integrate systems.

e. Knowledge of COMSEC equipment and systems and regulations sufficient to develop and recommend the system best suited for a particular secure communications requirement.

f. Knowledge of government requirements and regulations pertaining to the management and operations of telecommunications systems.

g. Knowledge of DOE Security and National Security Agency regulation and procedures.

h. Knowledge of COMSEC operations to include procurement, installation, maintenance, trouble shooting, inventories, inspections, keying, and record keeping.

i. Knowledge of personal computer technology and basic writing skills and ability to communicate utilizing both administrative and technical language.

35. COMSEC/SIMEX Project Manager

a. Mastery of advanced concepts, principles, and practices in telecommunications, Communications Security (COMSEC) and telecommunications management to serves as a technical authority for DOE.

b. Knowledge of basic theories, principles, methods and techniques of electronic and telecommunications, required to assist in the development, maintenance, installation, administration and operation of the SIMEX center and telecommunications required to meet DOE goals and objectives.

c. Knowledge of design procedures, engineering practices, security requirements, commercial network principles, and traffic theory to convert user telecommunications requirements into system design decisions.

d. Mastery of advanced concepts, principles, and practices in telecommunications, Communications Security (COMSEC) and telecommunications management to serves as a technical authority for DOE.

e. Knowledge of basic theories, principles, methods and techniques of electronic and telecommunications, required to assist in the development, maintenance, installation, administration and operation of the SIMEX center and telecommunications required to meet DOE goals and objectives.

f. Knowledge of design procedures, engineering practices, security requirements, commercial network principles, and traffic theory to convert user telecommunications requirements into system design decisions.

g. Knowledge of COMSEC equipment and systems and regulations sufficient to develop and recommend the system best suited for a particular secure communications requirement.

h. Knowledge of government requirements and regulations pertaining to the management and operations of telecommunications systems.

i. Knowledge of DOE Security and National Security Agency regulation and procedures.

j. Knowledge of COMSEC operations to include procurement, installation, maintenance, trouble shooting, inventories, inspections, keying, and record keeping.

k. Knowledge of normal Human Resources function for the personnel assigned to this Contract.

l. Knowledge of supervision techniques to mange the operation of SIMEX Center and the COMSEC program.

36. Contract Closeout Specialist

a. Must have a minimum of one year experience in Federal contract closeout procedures.

b. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.

b. Must be an effective communicator (oral and written).

c. Have an ability to work professionally with individuals and diverse groups.

d. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

e. Have well-developed time management skills.

37. Contract Specialist Support

a. Minimum 10 years Federal contracting experience with knowledge of Federal contract administration laws and regulations.

b. Familiarity of Federal policies and procedures as it directly relates to contract administration.

c. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

d. Must be proficient in Internet based systems to include (but may not be limited to) Federal Procurement Data System (FPDS), Strategic Integrated Procurement Enterprise System (STRIPES) and FedBizOps.

e. Ability analyze contract data to include (but not limited to) financial information, performance metrics, tacking and trending of contract performance.

f. Must be an effective communicator (oral and written).

g. Have an ability to work professionally with individuals and diverse groups.

h. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.

i. Have well-developed time management skills.

j. Personnel will be required to sign a non-disclosure agreement.

38. Procurement Technician Support Services

a. Minimum 10 years Federal contracting experience with knowledge of Federal contract administration laws and regulations.

b. Familiarity of Federal policies and procedures as it directly relates to contract administration.

c. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

d. Must be proficient in Internet based systems to include (but may not be limited to) Federal Procurement Data System (FPDS), Strategic Integrated Procurement Enterprise System (STRIPES) and FedBizOps.

e. Ability analyze contract data to include (but not limited to) financial information, performance metrics, tacking and trending of contract performance.

f. Must be an effective communicator (oral and written).

g. Have an ability to work professionally with individuals and diverse groups.

h. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.

i. Have well-developed time management skills.

j. Personnel will be required to sign a non-disclosure agreement.

39. Contractor Industrial Relations Support Services (Labor Standards)

a. Minimum 5 years' experience with knowledge of Federal labor standards, administration, laws and regulations.

b. Proficient at administering Federal policies and procedures as it directly relates to labor standards, enforcement, and compliance.

c. Must be proficient in Internet based systems to include (but may not be limited to) iBenefits, E-Verify, and the DOL Wage Determinations On-Line system.

d. Ability to analyze contractor data to include (but not limited to) labor standards classifications, labor standards compliance, and personnel classifications.

e. Skilled in interviewing and internal investigation techniques and methods.

f. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

g. Must be an effective communicator (oral and written).

h. Have an ability to work professionally with individuals and diverse groups.

i. Must be proficient in the use of Microsoft Office software (Excel, PowerPoint, Word, etc.) and able to create professional quality correspondence, documents, reports, and maintain database information.

j. Have well-developed time management skills.

k. Personnel will be required to sign a non-disclosure agreement.

40. Contractor Industrial Relations Support Services (Benefits/HR Management)

a. Knowledge of private sector programs and administration including, but not limited to: pension and benefits programs and general Human Resource (HR) programs.

b. Knowledge of accepted human resource management theories, principles, and practices as they apply to contract administration sufficient to evaluate and appraise contractor performance.

c. Knowledge of and experience with the U.S. Chamber of Commerce Benefit Survey, Value Study methods and Employee Benefits Cost Survey.

d. Knowledge and skill in performing research, compiling data, performing statistical analysis and preparing follow up written reports.

e. Knowledge and demonstrated experience in examination, analysis and evaluation of records.

f. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers as well as Microsoft Office software (Excel, PowerPoint, Word, etc.). Must be able to create professional quality correspondence, documents, reports, and maintain database information.

g. Must be an effective communicator (oral and written).

h. Have an ability to work professionally with individuals and diverse groups.

i. Have well-developed time management skills.

j. Personnel will be required to sign a non-disclosure agreement.

41. Contract Specialist Level II

a. Minimum 10 - 15 years Federal contracting experience with knowledge of Federal contract administration laws and regulations.

b. Knowledgeable in relation to Federal policies and procedures as it directly relates to contract administration.
c. Aids in the preparation of contractual provisions and the administration of contract proposals.

d. Responsible for preparing bids - specifications and contractual provisions.

e. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

f. Must be proficient in Internet based systems to include (but may not be limited to) Federal Procurement Data System (FPDS), FedBizOps, and Strategic Integrated Procurement Enterprise System (STRIPES) or its commercial equivalent of 'PRISM.'

g. Ability analyze contract data to include (but not limited to) financial information, performance metrics, tacking and trending of contract performance.

h. Must be an effective communicator (oral and written).

i. Have an ability to work professionally with individuals and diverse groups.

j. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.

k. Have well-developed time management skills.

l. Personnel will be required to sign a non-disclosure agreement.

42. Human Resources Support (Recruitment and Staffing)

a. Twenty or more years work experience in Federal Human Resources management positions with emphasis on evaluating, assessing, and conducting Federal HCM recruitment and staffing activities.

b. Eighteen years or more work experience in DOE HRM recruitment and staffing positions.

c. Must be an effective communicator (oral and written).

d. Have an ability to work professionally with individuals, the public and diverse groups.

e. Must be proficient in the use of office equipment, including computers, scanners, fax, etc.

f. Have well-developed time management skills.

43.   Training and Information Specialist

a. Minimum 10 years' experience in the development and maintenance of Oracle databases, specializing in POWER.

b. Bachelor's Degree in Computer Science or Information Technology

c. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

d. Must be proficient in the use of Microsoft Office software (Excel, Powerpoint, Word, etc.) and be able to create professional quality correspondence, documents, reports, and maintain database information.

e. Must be an effective communicator (oral and written)

    f. Have an ability to work professionally with individuals, the public and diverse groups.

    g. Have well-developed time management skills.

    h. 5 or more years work experience in developing and maintaining Oracle and SQL databases and querying databases to complete reports within established parameters (both automated and written).

    i. 5 or more years work experience in the maintenance and administration of automated human resources support and information systems.

    j. 1 or more years work experience in developing Technical Qualification Standards and developing and maintaining Technical Qualification Records.

    k. 1 or more years work experience in management of Acquisition Career Management Program (ACMP) and Project Management Career Development Program (PMCDP).

    l. 5 or more years work experience in the use of video and audio visual equipment to enable the contractor to manage the editing and converting of all video captured training for placement of such training on local web sites.

    m. 5 or more years work experience in records management and configuration control/control documents and processes.

44. Administrative Assistant

a. Must have a minimum of one year of administrative support experience.

b. A qualified typist (40 words or more per minute) is required.

c. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

d. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.

e. Must be an effective communicator (oral and written).

f. Have an ability to work professionally with individuals, the public and diverse groups.

g. Have well-developed time management and schedule coordination skills.

h. Employee may be required to possess, or have the ability to attain, up to a "Q" security clearance. This requirement will be specified per individual task order.

45. Program Analyst

a. Must have a minimum of one year experience as a program analyst.

b. A qualified typist (40 words or more per minute) is required.

c. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

d. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.

e. Must be an effective communicator (oral and written).

f. Have an ability to work professionally with individuals, the public and diverse groups.

g. Have well-developed time management and schedule coordination skills.

h. Employee may be required to possess, or have the ability to attain, up to a "Q" security clearance. This requirement will be specified per individual task order.

46. Receiving and Delivery Clerk

a. Must have a minimum of three years' experience in performing receiving and delivery functions for Government organizations with staff in excess of 300 persons.

b. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

c. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.

d. Have well-developed time management skills.

e. Must be an effective communicator (oral and written).

f. Must be able to lift 25 pounds without assistance.

g. Have an ability to work professionally with individuals and diverse groups.

47. Mail Room Support

a. Must have a minimum of one year experience in mail room operations.

b. Must be an effective communicator (oral and written).

c. Must possess and maintain a valid state issued motor vehicle operator license.

d. Must be able to lift 25 pounds without assistance.

e. Have an ability to work professionally with individuals and diverse groups.

f. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

g. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.

h. Have well-developed time management skills.

i. Have well-developed schedule coordination skills.

j. Employee must possess, or have the ability to attain an "L" security clearance.

48. Material Coordinator

a. Must be able to lift 40 pounds without assistance.

b. Have an ability to work professionally with individuals and diverse groups.

c. Must be able to effectively communicate with customers.

d. Have well-developed time management skills.

e. Have well developed schedule coordination skills

f. Have well developed inventory management skills.

g. Must be able to operate a personal computer, fax and copy machine.

h. Must be able to use Microsoft Word, Excel and Lotus Notes (or other applicable email applications) to write reports, track inventory, and communicate with customers.

i. Employee must possess, or have the ability to attain an "L" security clearance.

49. Labor Support

a. Must be able to lift 40 pounds without assistance.

b. Have an ability to work professionally with individuals and diverse groups.

c. Must be able to effectively communicate with customers.

d. Have well-developed time management skills.

e. Must be able to operate a personal computer and copy machine.

f. Must be able to use Microsoft Word, Excel and Lotus Notes (or other applicable email applications) to write reports, track inventory, and communicate with customers.

g. Employee must possess, or have the ability to attain an "L" security clearance.

50. General Clerk I (Laborer Support)

a. Have a minimum of six months relevant clerical experience.

b. Must be proficient in the use of office equipment, including computers, scanners, fax, etc.

c. Must be an effective communicator (oral and written).

d. Have an ability to work professionally with individuals, the public and diverse groups.

e. Have well-developed time management skills.

51. Facilities Support

a. Must have a minimum of one year of clerical experience.

b. Must be an effective communicator (oral and written).

c. Have an ability to work professionally with individuals and diverse groups.

d. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

e. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.

f. Have well-developed time management and schedule coordination skills. Employee must possess, or have the ability to attain an "L" security clearance.

52. Duplicating Machine Operator

a. Must be proficient in the use of office equipment, including computers, copiers, and scanners

b. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.

c. Must be an effective communicator (oral and written).

d. Must be able to lift 25 pounds without assistance.

e. Have an ability to work professionally with individuals and diverse groups.

f. Have well-developed time and scheduling management skills.

g. Employee must possess, or have the ability to attain an "L" security clearance.

53. Conference Rooms and Vehicle Motorpool

a. Must have a minimum of one year experience in clerical field.

b. Must possess and maintain a valid state issued motor vehicle operator license.

c. Must be an effective communicator (oral and written).

d. Have an ability to work professionally with individuals and diverse groups.

e. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

f. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.

g. Have well-developed time management skills.

h. Have well-developed management and schedule coordination skills.

54. Stock Clerk

a. Must have a minimum of one year experience in supply room operations.

b. Must have a though understanding of the Economic Ordering Principle.

c. Must be an effective communicator (oral and written).

d. Must be able to lift 25 pounds without assistance.

e. Have an ability to work professionally with individuals and diverse groups.

f. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

g. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.

h. Have well-developed time management skills.

55. Program Manager for Support Services

a.   Minimum Bachelor's Degree in Business Management or related field.

b. Minimum five years relevant experience in managing programs with an annual value of over one million dollars.

c. Must be an effective communicator (oral and written).

d. Have an ability to work professionally with individuals and diverse groups.

e. Must be proficient in the use of office equipment, including computers, scanners, fax, and copiers.

f. Must be proficient in the use of Microsoft Office (Word / Excel / PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.

g. Have well-developed time management skills.

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b. Information Management/Technology skills – knowledge of workstation hardware, software and network resources in order to accomplish work tasks.

c. Experience with internet-based systems is required, i.e., Documentum, Lotus Notes, Web Based page software.

d. Functional skills in the subject matter – knowledge of DNFSB interface requirements and processes for both DOE and contractors.

e. Familiarity with the specific administration and reporting requirements pertaining to DNFSB interface and support. Minimum requirements are as follows:

- Knowledgeable of DOE Order for DNFSB Interface.
- Must be proficient in MS Word, FileMaker and Excel.
- Experience with SRS security requirements, badge requirements and processes, training requirements and scheduling,
- Self-Starter, ability to work independently.
- Strong communication skills to interface with DOE, DNFSB and Contractor personnel.

SUBJECT MATTER EXPERTS

57. 1. Subject Matter Expert 1
    a. Provides expert level consultative support.
    b. Develops requirements for a project's inception to conclusion in a subject matter area.
    c. Applies specialized knowledge to particular tasks.
    d. May design major projects and provides program management oversight for large, detailed projects or has specific knowledge in a highly specialized area.
    e. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.
    f. Must be an effective communicator (oral and written).
    g. Have an ability to work professionally with individuals, the public and diverse groups.
    h. Have well-developed time management and schedule coordination skills.
    i. Employee may be required to possess, or have the ability to attain, up to a "Q" security clearance. This requirement will be specified per individual task order.
    j. Bachelor's Degree or equivalent experience and training
    k. Minimum 4 years of specialized experience

58. Subject Matter Expert 2
    a. Provides expert level consultative support.
    b. Develops requirements for a project's inception to conclusion in a subject matter area.
    c. Applies specialized knowledge to particular tasks.
    d. May design major projects and provides program management oversight for large, detailed projects or has specific knowledge in a highly specialized area.
    e. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.
    f. Must be an effective communicator (oral and written).
    g. Have an ability to work professionally with individuals, the public and diverse groups.
    h. Have well-developed time management and schedule coordination skills.
    i. Employee may be required to possess, or have the ability to attain, up to a "Q" security clearance. This requirement will be specified per individual task order.
    j. Bachelor's Degree or equivalent experience and training
    k. Minimum 6 years of specialized experience

59. Subject Matter Expert 3
    a. Provides expert level consultative support.
    b. Develops requirements for a project's inception to conclusion in a subject matter area.
    c. Applies specialized knowledge to particular tasks.

d. May design major projects and provides program management oversight for large, detailed projects or has specific knowledge in a highly specialized area.
e. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.
f. Must be an effective communicator (oral and written).
g. Have an ability to work professionally with individuals, the public and diverse groups.
h. Have well-developed time management and schedule coordination skills.
i. Employee may be required to possess, or have the ability to attain, up to a "Q" security clearance. This requirement will be specified per individual task order.
j. Bachelor's Degree or equivalent experience and training
k. Minimum 8 years of specialized experience

60. Subject Matter Expert 4
a. Provides expert level consultative support.
b. Develops requirements for a project's inception to conclusion in a subject matter area.
c. Applies specialized knowledge to particular tasks.
d. May design major projects and provides program management oversight for large, detailed projects or has specific knowledge in a highly specialized area.
e. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.
f. Must be an effective communicator (oral and written).
g. Have an ability to work professionally with individuals, the public and diverse groups.
h. Have well-developed time management and schedule coordination skills.
i. Employee may be required to possess, or have the ability to attain, up to a "Q" security clearance. This requirement will be specified per individual task order.
j. Bachelor's Degree or equivalent experience and training
k. Minimum 10 years of specialized experience

61. Subject Matter Expert 5
a. Provides expert level consultative support.
b. Develops requirements for a project's inception to conclusion in a subject matter area.
c. Applies specialized knowledge to particular tasks.
d. May design major projects and provides program management oversight for large, detailed projects or has specific knowledge in a highly specialized area.
e. Must be proficient in the use of Microsoft Office (Word/Excel/PowerPoint), Internet Explorer, Lotus Notes, and Adobe Reader.
f. Must be an effective communicator (oral and written).
g. Have an ability to work professionally with individuals, the public and diverse groups.

h. Have well-developed time management and schedule coordination skills.
i. Employee may be required to possess, or have the ability to attain, up to a "Q" security clearance. This requirement will be specified per individual task order.
j. Bachelor's Degree or equivalent experience and training
k. Minimum 12 years of specialized experience