Labor Category Descriptions

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| **SIN** | **TITLE** | **DESCRIPTION** | **YEARS OF EXP** | **DEGREE REQUIRED** | **RATE ON INVOICE** |
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| **541611** | Administrative Assistant | Performs administrative duties which may include: data entry, filing, mail processing, office reception, records tracking, budget administration, handling and receiving of client service questions, and other tasks as assigned by manager of department. | Junior: 4 years  Mid-Level: 6 years  Senior: 8 years | HS Diploma | $37.30 |
|  | Human Resource Specialist | Performs administrative duties which may include: data entry, filing, mail processing, office reception, records tracking, budget administration, handling and receiving of client service questions, and other tasks as assigned by manager of department. | Junior: 4 years  Senior: 8 years | BA/BS degree | $38.99 |
|  | Consultant | Identifies and documents deficiencies and dysfunctionality in existing clinical, financial or business processes and information systems; Acts as project manager on projects as assigned; Collects, documents, and analyzes information concerning clients’ current clinical, financial or business processes and information systems; Develops “As Is” and “To Be” models as part of reengineering projects. | Junior: 4 years  Senior:8 years  Subject Matter Expert: 12 years | BA/BS Degree  MA/MS or equivalent | $109.97 |
|  | Director | Performs tasks such as controlling the artistic and dramatic aspects of a script in order to portray it in some form of media. Responsibilities can include choosing cast members, production design and creative aspects of media production. | 5 years | BA/BS degree | $91.00 |
|  | Facilitator | Performs tasks such as defining, refining, and resolving disputes, disagreements, and divergent views; leading or facilitating group briefings and discussions; enabling focused decision-making; recording discussion content; related facilitation support services, such as debriefing stakeholders, and preparing and providing draft and final reports relating to the facilitated issues. Tasks may include facilitating meetings or training classes raining from a day to a few weeks. | Junior: 3 years  Senior: 6 years | BA/BS degree | $87.52 |
|  | Management Analyst | Performs tasks requiring delivery of analysis and advice for management regarding the evaluation of the effectiveness and efficiency of large-scale programs and operations. | Junior: 4 years  Mid-Level: 6 years  Senior: 8 years  Subject Matter Expert: 12 years | BA/BS degree | $97.45 |
|  | Program Manager | Performs tasks requiring management of a large-scale program, encompassing multiple projects, with a total lifecycle budget. | Junior: 4 Years  Mid- level: 6 years  Senior: 8 years  Subject Matter Expert: 12 years | BA/BS degree  Masters | $148.50 |
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|  | Program Analyst | Performs tasks requiring program planning, audits, and evaluations related to large scale programs. Tasks may include supporting program analysis, strategic planning, integrated master scheduling, event planning, Congressional Affairs, metrics, Financial Management Systems, and risk management. | Level I: 1 year  Level II: 5 years  Level III: 10 years  Level IV: 15 Years | BA/BS degree | $111.38 |
|  | Quality Management Specialist | Performs tasks related to promoting systems and techniques assuring the quality of products and services including the development of plans and programs for achieving and maintaining product and service quality throughout the product/service life cycle; monitoring operations to prevent the production of defects and to verify adherence to quality plans and requirements; and analysis and investigation of adverse quality trends or conditions and initiation of corrective action. | Junior: 4 years  Senior: 8 years | BA/BS degree | $97.45 |
|  | Senior Consultant | Analyzes client information and develops and evaluates top-line outreach strategies to meet objectives. Demonstrates in-depth knowledge and manages the client service aspects of the account portfolio and assumes responsibility for bottom-line results. Develops and implements high-level strategic communications; manages, motivates, and leads staff; and builds and manages project teams. Ensures the contract team performs work on schedule and budget. | 10 years | MA/MBA Degree | $181.47 |
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