

PERSONNEL LABOR CATEGORIES	DESCRIPTION	REQUIRED DEGREE OR EQUIVALENT	REQUIRED YEARS OF EXPERIENCE
Administrative Professional I	Executive Secretaries and Executive Administrative Assistants - Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.	Associate's degree or 2 years of relevant experience	Minimum 1 year experience
Administrative Professional II	Executive Secretaries and Executive Administrative Assistants - Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.	Bachelor's degree or 4 years relevant experience	Minimum 3 years experience
Administrative Professional III	Executive Secretaries and Executive Administrative Assistants - Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.	Bachelor's degree or higher	Minimum 5 years experience
Administrative Professional IV	Executive Secretaries and Executive Administrative Assistants - Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.	Master's degree or higher	Minimum 8 years experience
Analyst I	Plans, develops, or conducts surveys, studies, and/or survey sampling. Analyze and interpret the meaning of survey data, determine survey objectives, or suggest or test question wording. Develop or apply mathematical or statistical theory and methods to collect, organize, interpret, and summarize numerical data to provide usable information. Develop survey samples, statistically weight data.	Bachelor's or equivalent experience in the field of statistics, surveys, data science, psychology, sociology, or economics	Minimum 2 years of relevant experience in a similar position
Analyst II	Plans, develops, or conducts surveys, studies, and/or survey sampling. Analyze and interpret the meaning of survey data, determine survey objectives, or suggest or test question wording. Develop or apply mathematical or statistical theory and methods to collect, organize, interpret, and summarize numerical data to provide usable information. Develop survey samples, statistically weight data.	Bachelor's or equivalent experience in the field of statistics, surveys, data science, psychology, sociology, or economics	Minimum 4 years of relevant experience in a similar position
Analyst III	Plans, develops, or conducts surveys, studies, and/or survey sampling. Analyze and interpret the meaning of survey data, determine survey objectives, or suggest or test question wording. Develop or apply mathematical or statistical theory and methods to collect, organize, interpret, and summarize numerical data to provide usable information. Develop survey samples, statistically weight data.	Master's degree or equivalent experience in the field of statistics, surveys, data science, psychology, sociology, or economics There is no equivalency for years of relevant experience. A Bachelor's degree is required for this position.	Minimum 6 years of relevant experience in a similar position
Anthropologist I	Skilled in the study of human societies, cultures, and behavior from a holistic and comparative perspective. This role involves conducting research, analyzing data, and providing insights into various aspects of human life, including social structures, beliefs, practices, and cultural dynamics.	Bachelor's degree in Anthropology or a related field. Proven experience in conducting anthropological research and fieldwork.	Minimum 1 years of relevant professional research experience

Anthropologist II	Skilled in the study of human societies, cultures, and behavior from a holistic and comparative perspective. This role involves conducting research, analyzing data, and providing insights into various aspects of human life, including social structures, beliefs, practices, and cultural dynamics.	Bachelor's degree in Anthropology or a related field. Proven experience in conducting anthropological research and fieldwork.	Minimum 3 years of relevant professional research experience
Anthropologist III	Skilled in the study of human societies, cultures, and behavior from a holistic and comparative perspective. This role involves conducting research, analyzing data, and providing insights into various aspects of human life, including social structures, beliefs, practices, and cultural dynamics.	Master's or Ph.D. degree in Anthropology or a related field. Proven experience in conducting anthropological research and fieldwork.	Minimum 4 years of relevant professional research experience
Anthropologist IV	Skilled in the study of human societies, cultures, and behavior from a holistic and comparative perspective. This role involves conducting research, analyzing data, and providing insights into various aspects of human life, including social structures, beliefs, practices, and cultural dynamics.	Ph.D. degree in Anthropology or a related field. Proven experience in conducting anthropological research and fieldwork.	Minimum 8 years of relevant professional research experience
Associate I	Interfaces with the client on regular basis. Produces deliverables under supervision of senior team members including presentations, reports, etc. Supports the completion of project specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings.	Bachelor's degree or 4 years of relevant experience.	Minimum 1 years of relevant professional research experience
Associate II	Interfaces with the client on regular basis. Produces deliverables under supervision of senior team members including presentations, reports, etc. Supports the completion of project specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings.	Must possess at least a Bachelor's Degree or 4 years equivalent experience	Minimum 3 years of relevant professional research experience
Associate III	Interfaces with the client on regular basis. Produces deliverables under supervision of senior team members including presentations, reports, etc. Supports the completion of project specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings.	Must possess at least a Master's Degree or 6 years of equivalent experience	Minimum 5 years of relevant professional research experience
Behavioral Scientist II	Skilled professional who applies scientific principles and research methodologies to study human behavior and its impact on various domains, such as social, organizational, or consumer behavior. They employ a range of qualitative and quantitative research techniques to gather and analyze data, providing valuable insights and recommendations to inform decision-making and improve outcomes in diverse fields.	Must possess at least a Bachelor's Degree There is no equivalency for years of relevant experience. A Bachelor's degree is required for this position.	Minimum 2 years of relevant experience in a similar position
Behavioral Scientist III	Skilled professional who applies scientific principles and research methodologies to study human behavior and its impact on various domains, such as social, organizational, or consumer behavior. They employ a range of qualitative and quantitative research techniques to gather and analyze data, providing valuable insights and recommendations to inform decision-making and improve outcomes in diverse fields.	Must possess at least a Master's Degree There is no equivalency for years of relevant experience. A Master's degree is required for this position.	Minimum 4 years of relevant experience in a similar position
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Business Systems Analyst I	Versatile professional who bridges the gap between business objectives and technology solutions. With a strong understanding of both business processes and information systems, they analyze and assess the needs of an organization to identify opportunities for process improvement and system optimization. They collaborate with stakeholders to gather requirements, define business workflows, and design effective solutions. Through their expertise in data analysis, system integration, and software evaluation, they facilitate the successful implementation of technology solutions that align with the strategic goals of the organization. Their role as a liaison between business and IT departments ensures that systems are effectively utilized, and business operations are streamlined for increased efficiency and productivity.	Bachelor's degree or 4 years of relevant experience.	Minimum 1 years of relevant professional research experience
Business Systems Analyst II	Versatile professional who bridges the gap between business objectives and technology solutions. With a strong understanding of both business processes and information systems, they analyze and assess the needs of an organization to identify opportunities for process improvement and system optimization. They collaborate with stakeholders to gather requirements, define business workflows, and design effective solutions. Through their expertise in data analysis, system integration, and software evaluation, they facilitate the successful implementation of technology solutions that align with the strategic goals of the organization. Their role as a liaison between business and IT departments ensures that systems are effectively utilized, and business operations are streamlined for increased efficiency and productivity.	Must possess at least a Bachelor's Degree or 4 years equivalent experience	Minimum 3 years of relevant professional experience
Business Systems Analyst III	Versatile professional who bridges the gap between business objectives and technology solutions. With a strong understanding of both business processes and information systems, they analyze and assess the needs of an organization to identify opportunities for process improvement and system optimization. They collaborate with stakeholders to gather requirements, define business workflows, and design effective solutions. Through their expertise in data analysis, system integration, and software evaluation, they facilitate the successful implementation of technology solutions that align with the strategic goals of the organization. Their role as a liaison between business and IT departments ensures that systems are effectively utilized, and business operations are streamlined for increased efficiency and productivity.	Must possess at least a Master's Degree or 6 years of equivalent experience	Minimum 5 years of relevant professional experience
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Client Services I	Skilled in building and maintaining strong relationships with clients, demonstrating excellent communication and interpersonal skills to understand and address their needs effectively. Must possess a customer-centric approach, proactively resolving issues, providing support, and delivering exceptional service to ensure client satisfaction and long-term loyalty.	Associates degree or equivalent.	Minimum 2 years experience

Communications Specialist I	Skilled professional who excels in creating and delivering compelling messages to target audiences. They possess a deep understanding of various communication channels and techniques, including written, verbal, and visual communication. With their expertise in crafting engaging content, managing social media platforms, and implementing effective communication strategies, they ensure that key messages are effectively conveyed to internal and external stakeholders. By leveraging their excellent interpersonal and storytelling skills, they help organizations build and maintain strong relationships, enhance brand reputation, and drive successful communication campaigns.	Associate's degree or 4 years of relevant experience.	Minimum 1 years of relevant professional research experience
Communications Specialist II	Skilled professional who excels in creating and delivering compelling messages to target audiences. They possess a deep understanding of various communication channels and techniques, including written, verbal, and visual communication. With their expertise in crafting engaging content, managing social media platforms, and implementing effective communication strategies, they ensure that key messages are effectively conveyed to internal and external stakeholders. By leveraging their excellent interpersonal and storytelling skills, they help organizations build and maintain strong relationships, enhance brand reputation, and drive successful communication campaigns.	Must possess at least a Bachelor's Degree or 4 years equivalent experience	Minimum 3 years of relevant professional experience
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Consultant	Has mastery of and provides advice in a particular area of expertise. Provides expertise including an understanding of current best practices and appropriate implementation of the latest techniques and tools. Delivers presentations, leads client meetings, and performs assessments. Applies expertise and experience to execute clients' initiatives and lead efforts toward positive change.	Must possess at least a MA/MS (or equivalent) in the candidate's area of specialty A Bachelor's degree and 6 years of experience may be substituted for a MA/MS	Minimum 8 years of relevant professional experience, including Minimum 4 years leading projects
Data Analyst I	A data analyst is a skilled professional who specializes in collecting, organizing, and analyzing large volumes of data to uncover meaningful insights, trends, and patterns. They possess expertise in data manipulation, statistical analysis, data visualization, and data mining techniques. Their role involves interpreting complex data sets, generating reports and dashboards, and providing valuable recommendations to support informed decision-making and strategic planning within an organization.	Associate's degree or 4 years of relevant experience.	Minimum 1 years of relevant professional research experience

Data Analyst II	A data analyst is a skilled professional who specializes in collecting, organizing, and analyzing large volumes of data to uncover meaningful insights, trends, and patterns. They possess expertise in data manipulation, statistical analysis, data visualization, and data mining techniques. Their role involves interpreting complex data sets, generating reports and dashboards, and providing valuable recommendations to support informed decision-making and strategic planning within an organization.	Must possess at least a Bachelor's Degree or 4 years equivalent experience	Minimum 3 years of relevant professional experience
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Data Collection Manager	Skilled in managing all aspects of the data collection group along with overseeing and contributing to all phases of collection and can demonstrate attention to detail, strong initiative, a passion for innovation, and a vast planning and organizational skill set.	Bachelor's Degree or a minimum of 2 years' experience in a similar position is required	Minimum 2 years of relevant experience in a similar position
Data Entry I	Exhibit exceptional skills in accuracy and attention to detail, efficiently inputting and verifying large volumes of data while maintaining a high level of data integrity.	Associate's degree or equivalent	Minimum 2 years experience
Data Entry II	Exhibit exceptional skills in accuracy and attention to detail, efficiently inputting and verifying large volumes of data while maintaining a high level of data integrity.	Associate's degree or equivalent	Minimum 4 years experience
Data Entry III	Exhibit exceptional skills in accuracy and attention to detail, efficiently inputting and verifying large volumes of data while maintaining a high level of data integrity.	Bachelor's degree or equivalent	Minimum 6 years experience
Database Administrator I	Skilled in database management systems, including installation, configuration, and maintenance, ensuring optimal performance, security, and data integrity, and proficient in database backup and recovery, monitoring and troubleshooting, SQL query optimization, and implementing data access controls, while staying updated with industry best practices and emerging technologies in the field of database administration.	Bachelors degree plus appropriate certifications and skills licenses.	Minimum 2 years experience
Database Administrator II	Skilled in database management systems, including installation, configuration, and maintenance, ensuring optimal performance, security, and data integrity, and proficient in database backup and recovery, monitoring and troubleshooting, SQL query optimization, and implementing data access controls, while staying updated with industry best practices and emerging technologies in the field of database administration.	Bachelors degree plus appropriate certifications and skills licenses.	Minimum 4 years experience
Database Administrator III	Skilled in database management systems, including installation, configuration, and maintenance, ensuring optimal performance, security, and data integrity, and proficient in database backup and recovery, monitoring and troubleshooting, SQL query optimization, and implementing data access controls, while staying updated with industry best practices and emerging technologies in the field of database administration.	Bachelors degree or equivalent experience plus appropriate certifications and skills licenses.	Minimum 6 years experience
Engineer I	Skilled in technical design, analysis, and proficiency and the ability to design, analyze, and build complex systems and solve technical challenges.	Bachelors degree plus appropriate certifications and skills licenses.	Minimum 2 years experience

Engineer II	Skilled in technical design, analysis, and proficiency and the ability to design, analyze, and build complex systems and solve technical challenges.	Bachelors degree plus appropriate certifications and skills licenses.	Minimum 5 years experience
Engineer III	Skilled in technical design, analysis, and proficiency and the ability to design, analyze, and build complex systems and solve technical challenges.	Bachelors degree plus appropriate certifications and skills licenses.	Minimum 8 years experience
Market Data Scientist I	Highly analytical and research-driven professional who specializes in extracting insights from complex market data. They possess advanced knowledge of statistical analysis, data mining, and machine learning techniques, which they apply to large datasets to uncover valuable market trends, consumer behavior patterns, and competitive intelligence. By utilizing their expertise in data modeling and predictive analytics, they provide strategic recommendations and actionable insights to guide business decisions and optimize marketing strategies. Their ability to interpret and communicate complex data in a clear and concise manner enables organizations to make data-driven decisions, identify market opportunities, and gain a competitive edge.	Bachelors degree or equivalent experience plus appropriate certifications and skills licenses.	Minimum 1 year experience
Market Data Scientist II	Highly analytical and research-driven professional who specializes in extracting insights from complex market data. They possess advanced knowledge of statistical analysis, data mining, and machine learning techniques, which they apply to large datasets to uncover valuable market trends, consumer behavior patterns, and competitive intelligence. By utilizing their expertise in data modeling and predictive analytics, they provide strategic recommendations and actionable insights to guide business decisions and optimize marketing strategies. Their ability to interpret and communicate complex data in a clear and concise manner enables organizations to make data-driven decisions, identify market opportunities, and gain a competitive edge.	Bachelors degree plus appropriate certifications and skills licenses.	Minimum 2 years experience
Market Data Scientist III	Highly analytical and research-driven professional who specializes in extracting insights from complex market data. They possess advanced knowledge of statistical analysis, data mining, and machine learning techniques, which they apply to large datasets to uncover valuable market trends, consumer behavior patterns, and competitive intelligence. By utilizing their expertise in data modeling and predictive analytics, they provide strategic recommendations and actionable insights to guide business decisions and optimize marketing strategies. Their ability to interpret and communicate complex data in a clear and concise manner enables organizations to make data-driven decisions, identify market opportunities, and gain a competitive edge.	Bachelors degree plus appropriate certifications and skills licenses.	Minimum 5 years experience
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Operations Research Analyst III	Formulate and apply mathematical modeling and other optimizing methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions. May collect and analyze data and develop decision support software, service, or products. May develop and supply optimal time, cost, or logistics networks for program evaluation, review, or implementation.	Bachelors degree plus appropriate certifications and skills licenses.	Minimum 5 years experience

Operations Research Analyst IV	Formulate and apply mathematical modeling and other optimizing methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions. May collect and analyze data and develop decision support software, service, or products. May develop and supply optimal time, cost, or logistics networks for program evaluation, review, or implementation.	Bachelors/MS degree plus appropriate certifications and skills licenses.	Minimum 8 years experience
Operations Research Analyst II	Formulate and apply mathematical modeling and other optimizing methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions. May collect and analyze data and develop decision support software, service, or products. May develop and supply optimal time, cost, or logistics networks for program evaluation, review, or implementation.	Bachelors degree plus appropriate certifications and skills licenses.	Minimum 2 years experience
Program Director I	Skilled in visionary leadership and is responsible for overseeing the planning, execution, and successful delivery of complex projects or initiatives within an organization. They possess a deep understanding of project management methodologies and apply their expertise to drive the achievement of program objectives. They provide strategic direction, establish clear goals, and ensure effective resource allocation to maximize program outcomes. With exceptional communication and stakeholder management skills, they foster collaboration among cross-functional teams and maintain strong relationships with clients and key stakeholders. Their keen attention to detail, analytical mindset, and problem-solving abilities enable them to identify risks and implement mitigation strategies to keep programs on track. As a program director, they drive innovation, promote continuous improvement, and ensure the program's alignment with organizational goals, ultimately delivering successful outcomes and driving organizational growth.	Bachelor's degree or equivalent experience	Minimum 2 years experience
Program Director II	Skilled in visionary leadership and is responsible for overseeing the planning, execution, and successful delivery of complex projects or initiatives within an organization. They possess a deep understanding of project management methodologies and apply their expertise to drive the achievement of program objectives. They provide strategic direction, establish clear goals, and ensure effective resource allocation to maximize program outcomes. With exceptional communication and stakeholder management skills, they foster collaboration among cross-functional teams and maintain strong relationships with clients and key stakeholders. Their keen attention to detail, analytical mindset, and problem-solving abilities enable them to identify risks and implement mitigation strategies to keep programs on track. As a program director, they drive innovation, promote continuous improvement, and ensure the program's alignment with organizational goals, ultimately delivering successful outcomes and driving organizational growth.	Bachelor's degree or equivalent experience	Minimum 4 years experience
Program Director III	Skilled in visionary leadership and is responsible for overseeing the planning, execution, and successful delivery of complex projects or initiatives within an organization. They possess a deep understanding of project management methodologies and apply their expertise to drive the achievement of program objectives. They provide strategic direction, establish clear goals, and ensure effective resource allocation to maximize program outcomes. With exceptional communication and stakeholder management skills, they foster collaboration among cross-functional teams and maintain strong relationships with clients and key stakeholders. Their keen attention to detail, analytical mindset, and problem-solving abilities enable them to identify risks and implement mitigation strategies to keep programs on track. As a program director, they drive innovation, promote continuous improvement, and ensure the program's alignment with organizational goals, ultimately delivering successful outcomes and driving organizational growth.	Master's degree or equivalent experience	Minimum 6 years experience

Program Director IV	Skilled in visionary leadership and is responsible for overseeing the planning, execution, and successful delivery of complex projects or initiatives within an organization. They possess a deep understanding of project management methodologies and apply their expertise to drive the achievement of program objectives. They provide strategic direction, establish clear goals, and ensure effective resource allocation to maximize program outcomes. With exceptional communication and stakeholder management skills, they foster collaboration among cross-functional teams and maintain strong relationships with clients and key stakeholders. Their keen attention to detail, analytical mindset, and problem-solving abilities enable them to identify risks and implement mitigation strategies to keep programs on track. As a program director, they drive innovation, promote continuous improvement, and ensure the program's alignment with organizational goals, ultimately delivering successful outcomes and driving organizational growth.	Master's degree or equivalent experience	Minimum 8 years experience
Project Coordinator I	Responsible for coordination of individual or multiple projects including quality control, communications and assisting managers and directors in ensuring quality and timely completion of projects within time frame and budget. Coordinators' experiences and skills allow them to manage different aspects of complex projects and effectively organize and track them for clients.	Bachelor's degree or 4 years of experience	Minimum 2 years of relevant project experience
Project Coordinator II	Responsible for coordination of individual or multiple projects including quality control, communications and assisting managers and directors in ensuring quality and timely completion of projects within time frame and budget. Coordinators' experiences and skills allow them to manage different aspects of complex projects and effectively organize and track them for clients.	Bachelor's degree or 6 years of experience	Minimum 5 years of relevant project experience
Project Coordinator III	Responsible for coordination of individual or multiple projects including quality control, communications and assisting managers and directors in ensuring quality and timely completion of projects within time frame and budget. Coordinators' experiences and skills allow them to manage different aspects of complex projects and effectively organize and track them for clients.	Master's degree or 6 years of experience	Minimum 7 years of relevant project experience
Project Director	Skilled in contract management, company leadership, strategic thinking and execution of strategic plans.	Master's or Ph. D. degree or a minimum of 8 years experience	Minimum 8 years experience
Project Leader I	Responsible for management and supervision of the research team, quality control, review and approval of deliverables and assisting managers and directors in determining the overall approach to a project. Directs the completion of project specific tasks within time frame and budget. Leads project meetings and client presentations.	Bachelor's degree or equivalent experience	Minimum 2 years experience leading projects
Project Leader II	Responsible for management and supervision of the research team, quality control, review and approval of deliverables and assisting managers and directors in determining the overall approach to a project. Directs the completion of project specific tasks within time frame and budget. Leads project meetings and client presentations.	Bachelor's degree or equivalent experience	Minimum 3 years experience
Project Leader III	Responsible for management and supervision of the research team, quality control, review and approval of deliverables and assisting managers and directors in determining the overall approach to a project. Directs the completion of project specific tasks within time frame and budget. Leads project meetings and client presentations.	Must possess at least a MA/MS A Bachelor's degree and 6 years of experience may be substituted for a MA/MS	Minimum 5 years of relevant professional experience and experience, including Minimum 1 year leading projects
Project Leader IV	Responsible for management and supervision of the research team, quality control, review and approval of deliverables and assisting managers and directors in determining the overall approach to a project. Directs the completion of project specific tasks within time frame and budget. Leads project meetings and client presentations.	Must possess at least a MA/MS A Bachelor's degree and 10 years of experience may be substituted for a MA/MS	Minimum 10 years experience

Project Manager I	The Project Manager (PM) shall be the Contractor's primary point of contact for the government on all areas of performance under this requirement. The PM will be responsible for providing project management capabilities, including scheduling and attending meetings, developing agendas, documenting meeting minutes, and coordinating survey review packages.	Bachelor's degree or equivalent experience	Minimum 3 years of relevant experience
Project Manager II	The Project Manager (PM) shall be the Contractor's primary point of contact for the government on all areas of performance under this requirement. The PM will be responsible for providing project management capabilities, including scheduling and attending meetings, developing agendas, documenting meeting minutes, and coordinating survey review packages.	Master's degree or equivalent experience	Minimum 5 years of relevant experience
Project Manager III	The Project Manager (PM) shall be the Contractor's primary point of contact for the government on all areas of performance under this requirement. The PM will be responsible for providing project management capabilities, including scheduling and attending meetings, developing agendas, documenting meeting minutes, and coordinating survey review packages.	Must possess at least a Ph.D in an interdisciplinary field 10 years of relevant experience may be substituted in place of a Ph.D	Minimum 8 years of relevant experience
Public Relations Specialist I	Public Relations Specialist - Engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media.	Associate's degree or equivalent	Minimum 2 years experience
Public Relations Specialist II	Public Relations Specialist - Engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media.	Associate's degree or equivalent	Minimum 4 years experience
Public Relations Specialist III	Public Relations Specialist - Engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media.	Bachelor's degree or equivalent	Minimum 6 years experience
Public Relations Specialist IV	Public Relations Specialist - Engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media.	Master's degree or equivalent	Minimum 8 years experience
Quality Assurance Manager I	Experienced professional responsible for ensuring that products, services, and processes meet or exceed established quality standards. They develop and implement quality control procedures, conduct audits and inspections, and collaborate with cross-functional teams to identify areas for improvement and implement corrective actions. With their meticulous attention to detail and expertise in quality management systems, they play a critical role in maintaining and enhancing the overall quality and reliability of deliverables within an organization.	Associate's degree or equivalent	Minimum 2 years experience
Quality Assurance Manager II	Experienced professional responsible for ensuring that products, services, and processes meet or exceed established quality standards. They develop and implement quality control procedures, conduct audits and inspections, and collaborate with cross-functional teams to identify areas for improvement and implement corrective actions. With their meticulous attention to detail and expertise in quality management systems, they play a critical role in maintaining and enhancing the overall quality and reliability of deliverables within an organization.	Associate's degree or equivalent	Minimum 4 years experience
Quality Assurance Manager III	Experienced professional responsible for ensuring that products, services, and processes meet or exceed established quality standards. They develop and implement quality control procedures, conduct audits and inspections, and collaborate with cross-functional teams to identify areas for improvement and implement corrective actions. With their meticulous attention to detail and expertise in quality management systems, they play a critical role in maintaining and enhancing the overall quality and reliability of deliverables within an organization.	Bachelor's degree or equivalent	Minimum 6 years experience

Quality Assurance Manager IV	Experienced professional responsible for ensuring that products, services, and processes meet or exceed established quality standards. They develop and implement quality control procedures, conduct audits and inspections, and collaborate with cross-functional teams to identify areas for improvement and implement corrective actions. With their meticulous attention to detail and expertise in quality management systems, they play a critical role in maintaining and enhancing the overall quality and reliability of deliverables within an organization.	Master's degree or equivalent	Minimum 8 years experience
Research Analyst I	Skilled in gathering, analyzing and working with data to improve efficiency; effective communicator; and able to present the data in an understandable format for business decision-makers.	Bachelor's Degree or a minimum of 2 years' experience in a similar position is required	Minimum 1 years of relevant experience in a similar position
Research Analyst II	Skilled in gathering, analyzing and working with data to improve efficiency; effective communicator; and able to present the data in an understandable format for business decision-makers.	Bachelor's Degree or a minimum of 3 years' experience in a similar position is required	Minimum 3 years of relevant experience in a similar position
Research Analyst III	Skilled in gathering, analyzing and working with data to improve efficiency; effective communicator; and able to present the data in an understandable format for business decision-makers.	Bachelor's Degree or a minimum of 5 years' experience in a similar position is required	Minimum 5 years of relevant experience in a similar position
Research Analyst IV	Skilled in gathering, analyzing and working with data to improve efficiency; effective communicator; and able to present the data in an understandable format for business decision-makers.	Bachelor's Degree or a minimum of 7 years' experience in a similar position is required	Minimum 7 years of relevant experience in a similar position
Risk Manager I	Skilled professional responsible for identifying, assessing, and mitigating risks within an organization. They utilize their expertise in risk analysis and management frameworks to evaluate potential threats and vulnerabilities, develop risk mitigation strategies, and establish effective risk management processes. By conducting thorough risk assessments, implementing risk control measures, and monitoring risk indicators, they ensure that the organization can proactively respond to and minimize potential risks. With their strong analytical skills, attention to detail, and ability to communicate risk-related information to stakeholders, they play a crucial role in safeguarding the organization's assets, reputation, and overall success.	Bachelor's degree or 4 years of experience	Minimum 2 years of relevant experience
Risk Manager II	Skilled professional responsible for identifying, assessing, and mitigating risks within an organization. They utilize their expertise in risk analysis and management frameworks to evaluate potential threats and vulnerabilities, develop risk mitigation strategies, and establish effective risk management processes. By conducting thorough risk assessments, implementing risk control measures, and monitoring risk indicators, they ensure that the organization can proactively respond to and minimize potential risks. With their strong analytical skills, attention to detail, and ability to communicate risk-related information to stakeholders, they play a crucial role in safeguarding the organization's assets, reputation, and overall success.	Bachelor's degree or 6 years of experience	Minimum 5 years of relevant experience
Risk Manager III	Skilled professional responsible for identifying, assessing, and mitigating risks within an organization. They utilize their expertise in risk analysis and management frameworks to evaluate potential threats and vulnerabilities, develop risk mitigation strategies, and establish effective risk management processes. By conducting thorough risk assessments, implementing risk control measures, and monitoring risk indicators, they ensure that the organization can proactively respond to and minimize potential risks. With their strong analytical skills, attention to detail, and ability to communicate risk-related information to stakeholders, they play a crucial role in safeguarding the organization's assets, reputation, and overall success.	Master's degree or 6 years of experience	Minimum 7 years of relevant experience

Risk Manager IV	Skilled professional responsible for identifying, assessing, and mitigating risks within an organization. They utilize their expertise in risk analysis and management frameworks to evaluate potential threats and vulnerabilities, develop risk mitigation strategies, and establish effective risk management processes. By conducting thorough risk assessments, implementing risk control measures, and monitoring risk indicators, they ensure that the organization can proactively respond to and minimize potential risks. With their strong analytical skills, attention to detail, and ability to communicate risk-related information to stakeholders, they play a crucial role in safeguarding the organization's assets, reputation, and overall success.	Master's degree or 8 years of experience	Minimum 10 years of relevant experience
Senior Associate	Provides guidance and direction for specific sub-tasks of a project. Holds specific expertise in one or more key areas, and is knowledgeable in others. Interfaces with the client on a regular basis. Produces deliverables with minimal supervision from senior team members including presentations, reports, etc. Supports the completion of project specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings.	Must possess at least a MA/MS A Bachelor's degree and 6 years of experience may be substituted for a MA/MS	Minimum 4 years of relevant professional research experience
Social Worker I	Compassionate professional dedicated to improving the well-being and quality of life for individuals, families, and communities. They possess a deep understanding of social issues, human behavior, and the impact of various socio-economic factors on individuals' lives. Social workers assess clients' needs, develop personalized intervention plans, and provide counseling, guidance, and support to help individuals overcome challenges and navigate through difficult situations. They advocate for their clients' rights, collaborate with other healthcare professionals and community organizations, and connect individuals with appropriate resources and services. With their empathetic approach, active listening skills, and cultural sensitivity, social workers create a safe and supportive environment for clients to share their concerns and work towards positive change. They play a vital role in addressing social injustices, promoting social change, and empowering individuals to lead fulfilling and resilient lives.	Bachelors degree plus appropriate certifications and skills licenses.	Minimum 2 years experience
Social Worker II	Compassionate professional dedicated to improving the well-being and quality of life for individuals, families, and communities. They possess a deep understanding of social issues, human behavior, and the impact of various socio-economic factors on individuals' lives. Social workers assess clients' needs, develop personalized intervention plans, and provide counseling, guidance, and support to help individuals overcome challenges and navigate through difficult situations. They advocate for their clients' rights, collaborate with other healthcare professionals and community organizations, and connect individuals with appropriate resources and services. With their empathetic approach, active listening skills, and cultural sensitivity, social workers create a safe and supportive environment for clients to share their concerns and work towards positive change. They play a vital role in addressing social injustices, promoting social change, and empowering individuals to lead fulfilling and resilient lives.	Bachelors degree or equivalent experience plus appropriate certifications and skills licenses.	Minimum 4 years experience

Social worker III	Compassionate professional dedicated to improving the well-being and quality of life for individuals, families, and communities. They possess a deep understanding of social issues, human behavior, and the impact of various socio-economic factors on individuals' lives. Social workers assess clients' needs, develop personalized intervention plans, and provide counseling, guidance, and support to help individuals overcome challenges and navigate through difficult situations. They advocate for their clients' rights, collaborate with other healthcare professionals and community organizations, and connect individuals with appropriate resources and services. With their empathetic approach, active listening skills, and cultural sensitivity, social workers create a safe and supportive environment for clients to share their concerns and work towards positive change. They play a vital role in addressing social injustices, promoting social change, and empowering individuals to lead fulfilling and resilient lives.	Bachelors degree plus appropriate certifications and skills licenses.	Minimum 6 years experience
Social Worker IV	Compassionate professional dedicated to improving the well-being and quality of life for individuals, families, and communities. They possess a deep understanding of social issues, human behavior, and the impact of various socio-economic factors on individuals' lives. Social workers assess clients' needs, develop personalized intervention plans, and provide counseling, guidance, and support to help individuals overcome challenges and navigate through difficult situations. They advocate for their clients' rights, collaborate with other healthcare professionals and community organizations, and connect individuals with appropriate resources and services. With their empathetic approach, active listening skills, and cultural sensitivity, social workers create a safe and supportive environment for clients to share their concerns and work towards positive change. They play a vital role in addressing social injustices, promoting social change, and empowering individuals to lead fulfilling and resilient lives.	Bachelors degree plus appropriate certifications and skills licenses.	Minimum 8 years experience
Software Developer I	Skilled professional responsible for designing, developing, and maintaining computer software applications. They possess strong programming skills and expertise in various programming languages and frameworks. Software developers collaborate with cross-functional teams to gather requirements, analyze user needs, and translate them into functional software solutions. They write clean, efficient, and reliable code, conduct thorough testing and debugging, and ensure the software meets quality standards and performance requirements. They continuously stay updated with the latest technologies and industry trends to incorporate innovative solutions and enhance the software development process. With their problem-solving abilities, attention to detail, and logical thinking, software developers contribute to the creation of user-friendly, scalable, and robust software applications that drive technological advancements and meet the evolving needs of businesses and end-users.	Appropriate certifications and skills licenses	Minimum 2 years experience
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Software Tester I	A software tester is responsible for evaluating software applications and systems to ensure they meet quality standards and functional requirements. They conduct various tests, identify defects or issues, and provide detailed reports to assist in improving the software's performance and usability.	Appropriate certifications and skills licenses	Minimum 2 years experience
Software Tester II	A software tester is responsible for evaluating software applications and systems to ensure they meet quality standards and functional requirements. They conduct various tests, identify defects or issues, and provide detailed reports to assist in improving the software's performance and usability.	Appropriate certifications and skills licenses	Minimum 4 years experience
Software Tester III	A software tester is responsible for evaluating software applications and systems to ensure they meet quality standards and functional requirements. They conduct various tests, identify defects or issues, and provide detailed reports to assist in improving the software's performance and usability.	Appropriate certifications and skills licenses	Minimum 6 years experience
Subject Matter Expert I	Possesses highly specialized knowledge in areas of particular value of clients. Demonstrates mastery of scarce capability or area of expertise which dictates high compensation. Identifies areas in which theoretical research may enhance clients' performance and leads efforts to advance understanding in these areas. Provides expertise including an understanding of current best practices and appropriate implementation of the latest techniques and tools. In addition to providing specialized advice, delivers presentations, leads client meetings, and performs assessments.	Must possess at least a MA/MS (or equivalent) in the candidate's area of specialty A Bachelor's degree and 6 years of relevant experience may be substituted for a MA/MS	Minimum 5 years of relevant experience as a specialist (with a title and responsibility appropriate to a recognized expert in field)
Subject Matter Expert II	Possesses highly specialized knowledge in areas of particular value of clients. Demonstrates mastery of scarce capability or area of expertise which dictates high compensation. Identifies areas in which theoretical research may enhance clients' performance and leads efforts to advance understanding in these areas. Provides expertise including an understanding of current best practices and appropriate implementation of the latest techniques and tools. In addition to providing specialized advice, delivers presentations, leads client meetings, and performs assessments.	Must possess at least a MA/MS (or equivalent) in the candidate's area of specialty A Bachelor's degree and 6 years of relevant experience may be substituted for a MA/MS	Minimum 8 years of relevant experience as a specialist (with a title and responsibility appropriate to a recognized expert in field)
Subject Matter Expert III	Possesses highly specialized knowledge in areas of particular value of clients. Demonstrates mastery of scarce capability or area of expertise which dictates high compensation. Identifies areas in which theoretical research may enhance clients' performance and leads efforts to advance understanding in these areas. Provides expertise including an understanding of current best practices and appropriate implementation of the latest techniques and tools. In addition to providing specialized advice, delivers presentations, leads client meetings, and performs assessments.	Must possess at least a PhD (or equivalent) in the candidate's area of specialty A Bachelor's degree and 6 years of relevant experience may be substituted for a MA/MS	Minimum 10 years of relevant experience as a specialist (with a title and responsibility appropriate to a recognized expert in field)

Technical Documentation Director I	Skilled leader who oversees the development and management of all technical documentation within an organization. They collaborate with subject matter experts, engineers, and technical writers to create clear, accurate, and comprehensive documentation such as user manuals, specifications, and technical guides. With their strong understanding of technical concepts and excellent communication skills, they ensure that the documentation meets industry standards, effectively conveys complex information, and enables users to understand and utilize products or systems efficiently. Their expertise in documentation best practices and project management ensures the timely delivery of high-quality technical materials to support organizational objectives.	Associate's degree or equivalent	Minimum 2 years experience
Technical Documentation Director II	Skilled leader who oversees the development and management of all technical documentation within an organization. They collaborate with subject matter experts, engineers, and technical writers to create clear, accurate, and comprehensive documentation such as user manuals, specifications, and technical guides. With their strong understanding of technical concepts and excellent communication skills, they ensure that the documentation meets industry standards, effectively conveys complex information, and enables users to understand and utilize products or systems efficiently. Their expertise in documentation best practices and project management ensures the timely delivery of high-quality technical materials to support organizational objectives.	Associate's degree or equivalent	Minimum 4 years experience
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Technical Documentation Director IV	Skilled leader who oversees the development and management of all technical documentation within an organization. They collaborate with subject matter experts, engineers, and technical writers to create clear, accurate, and comprehensive documentation such as user manuals, specifications, and technical guides. With their strong understanding of technical concepts and excellent communication skills, they ensure that the documentation meets industry standards, effectively conveys complex information, and enables users to understand and utilize products or systems efficiently. Their expertise in documentation best practices and project management ensures the timely delivery of high-quality technical materials to support organizational objectives.	Master's degree or equivalent	Minimum 8 years experience