# LABOR CATEGORY DESCRIPTIONS

Contract Number: 47QTCA20D000H
Period of Performance: 7 October 2019 through 6 October 2024

## Junior IT Systems Analyst

*Minimum General Experience*
Requires a minimum of one (1) year of overall experience in functional or technical role.

*Capabilities / Functional Responsibility*
An IT Systems Analyst I must have IT experience in the analysis, design, and integration of information systems. Must be well versed in understanding structured analysis and design methodologies for the translation of systems requirements from business needs. Must be able to evaluate cost factors and risk. Devises and prepares layouts for computer systems requirements and develops procedures to process data by means of IT equipment. Confers with other technical personnel to determine problems and type of data to be processed. Analyzes a problem in light of equipment capability to determine technical approach. Formulates solutions to address identified software problems. Writes specifications for each program or portion thereof. May be required to develop and implement applications utilizing mathematical and statistical formula. Performs system development activities, design and configuration management as needed.

*Minimum Education*
Bachelor's Degree, Computer Science, Electronics Engineering or other engineering or technical discipline is required

## IT Systems Analyst

*Minimum General Experience*
Requires a minimum of five (5) years of overall experience in functional or technical role.

*Capabilities / Functional Responsibility*
An IT Systems Analyst II must have IT experience in the analysis, design, and integration of information systems. Must be well versed in understanding structured analysis and design methodologies for the translation of systems requirements from business needs. Must be able to evaluate cost factors and risk.

May lead teams in developing application and technical plans. May guide customers in the installation and use of strategic products through education and guidance. Devises and prepares layouts for computer systems requirements and develops procedures to process data by means of IT equipment. Analyzes a problem in light of equipment capability to determine technical approach. Formulates solutions to address identified software problems. Writes specifications for each program or portion thereof. May be required

to develop and implement applications utilizing mathematical and statistical formula.  Performs system development activities, design and configuration management as needed.

*Minimum Education*
Bachelor's Degree, Computer Science, Electronics Engineering or other engineering or technical discipline is required

## Principal IT Systems Analyst

*Minimum General Experience*
Requires a minimum of eight (8) years of overall experience in functional or technical role.

*Capabilities / Functional Responsibility*
Provides technical support in IT system architecture, system design, system integration and technical management. Assists in providing technical input to the systems engineering process. Must be able to evaluate cost factors and risk.

Leads teams in developing clinical applications and technical plans. Guide clients in the installation and use of strategic products through education and guidance, first-use and problem solving and critical situation resolution.

*Minimum Education*
Bachelor's Degree, Computer Science, Electronics Engineering or other engineering or technical discipline is required

## Senior IT Systems Analyst

*Minimum General Experience*
Requires a minimum of fifteen (15) years of overall experience in functional or technical role.

*Capabilities / Functional Responsibility*
An IT Systems Analyst II must have IT experience in the analysis, design, and integration of information systems. Must be well versed in understanding structured analysis and design methodologies for the translation of systems requirements from business needs.  Must be able to evaluate cost factors and risk.

Leads teams in developing application and technical plans. Guide customers in the installation and use of strategic products through education and guidance. Devises and prepares layouts for computer systems requirements and develops procedures to process data by means of IT equipment. Analyzes a problem in light of equipment capability to determine technical approach. Formulates solutions to address identified software problems. Writes specifications for each program or portion thereof. May be required to develop and implement applications utilizing mathematical and statistical formula.  Performs system development activities, design and configuration management as needed.

*Minimum Education*
Bachelor's Degree, Computer Science, Electronics Engineering or other engineering or technical discipline is required

## Project Manager

*Minimum General Experience*

Requires a minimum of twelve (12) years of overall experience in functional or technical role and a minimum of eight (8) years of Project Management experience. Experience in managing teams of professionals with generalized and specialized expertise in information technology, along with direct experience in work efforts involving the delivery of information technology services and solutions to customers.

*Capabilities / Functional Responsibility*

Oversees all project communications and operations with client and overall implementations including resource updates, tracking of resource activities, milestone deliverable progress, issue tracking, critical path monitoring, schedule dependency issues, status reporting, contingency activities, upgrades, and migrations. This includes gathering customer requirements, project management (managing to deliverables and project plan, including status meeting and reports, customer meetings, managing action items, completing all project deliverables, etc.), consulting and advising customers regarding product functionality and best practice uses of software. Oversees information technology services provided including systems planning and management, integration management, functional requirements analysis and modeling, systems analysis and design, business process reengineering, systems life cycle management, system testing and evaluation, system implementation, cost estimating and data management. Additionally, this role provides technical and analytical guidance to project team as well as recommends and takes action to direct the analysis and solutions of technical issues.

*Minimum Education*

Bachelor's Degree in Information Technology, Computer Science, Finance, Accounting or related degree. Six years' experience in a related field may be substituted for the Minimum Education requirements. Advanced Certification (i.e. PMP) or an Advanced Degree preferred.

*Footnote*

*A PhD will substitute for four years and a Masters degree will substitute for two years of the overall experience in functional or technical requirement*