

Major Government Contractor Opportunities

These Are All Nation-Wide and Long-Term Contract

First you will find the detailed functional area descriptions and functions and tasks associated with the 6 major job categories associated with this contract. Please review all closely to determine which category of positions best fit your **education, training, certifications and work experience**. Selections will be made based on validation of the **minimum Knowledge, Skills and Abilities (KSA)** for each position as outlined in each the position descriptions and the spreadsheet following the category descriptions.

Once you have determined which job categories you are qualified for please go to the spreadsheet contains the actual position descriptions for each of the current long term nation-wide professional contract opportunities with a leading Government Agency. Once you determine which positions you are qualified for and interested please submit your resume and include the specific job category and actual position you are applying for. Submit your resume via the website. <https://www.ghumancapital.com/>

Details and terms of the contract:

The **initial term of the contract is 5 years** with annual performance reviews. The **overall term of the contract is 10 years**, if all performance criteria are met buy the contractor. The specific functional areas are identified with an X. **These positions will begin as early as mid-Mar 2018** and pay a nationally competitive salary.

Functional Category Descriptions

1 – Management and Improvement

The contractor will provide services as they relate to program and project management, strategic planning, performance measurement, quality measurement, business process reengineering, business process improvement, and business process management, and change management and transition, as outlined below.

Program and Project Management

The contractor will provide support to assist the Government in implementing disciplined, comprehensive, and flexible program and project management processes, including monitoring of project metrics, rigorous risk management, and prompt reporting on Government-approved cost, schedule, performance, and risk baseline. The contractor shall also assist in the development of procurement request packages, including statements of work and cost estimates.

Strategic Planning

The contractor will provide support of strategic planning, including development of strategic goals, objectives, strategies, performance measures, targets, improved programmatic outcomes, and linkages to programming, budgeting and evaluations.

Performance Measurement

The contractor will provide support of strategic performance measurement development, including improved linkage between VA-wide strategic planning and goals and VA programmatic outcomes; and implementation of the Government Performance and Results Act (GPRA) Modernization Act (GPRAMA).

Business Process Reengineering, Improvement and Management

The contractor will conduct studies in support of system redesign and business process reengineering, improvement and management. The contractor shall develop and execute implementation plans and support the process of implementing and sustaining improvements.

Change Management and Transition

The contractor will support all activities associated with organizational change, including transition management, implementation of major initiatives, communications associated with major initiatives, risk assessment, stakeholder engagement, organizational transformation, and culture change.

Quality Measurement

The contractor shall provide support of quality management systems, tools, and techniques to help organizations transform, including, Lean Six Sigma (LSS), ISO 9000/9001, and the Malcolm Baldrige Quality Award criteria.

Data Governance

The contractor shall support in the management of the availability, usability, integrity, and security of the VA's data. Services may include consultations, and process improvements

2 – Analysis

The contractor will provide services as they related to studies and analyses and information and records management, as outlined below.

Studies/Surveys

The contractor will provide studies as they relate to staffing, evaluation, human resources, organization, leadership, efficiency, effectiveness, gap analyses, organization development, and emergency preparedness. These services may include management analyses, including organizational studies that specifically assess and analyze current organization states and management systems and perform gap analyses of differences between current and targeted states, including findings and recommendations, return of investment analysis conducting surveys, focus groups, and other

accepted techniques for data collection in support of organization studies that specifically assess and analyze current organization states and management systems.

Statistical and Actuarial Analysis

The contractor will evaluate, recommend, design, and develop solutions to compile, evaluate, analyze, control, secure, and disseminate timely, relevant, objective, and accurate data and information to VA and VA stakeholders, including web-based designs, operational systems, document storage, applications, models, and assessment of existing legacy systems.

Management Analysis

The contractor will conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively.

Records Information Management

The contractor will conduct the proper practice of life cycle managing and editing the records of a VA entity. These services may include the digitization of hard records to electronic media, disposition of records, and storage of records in accordance with specific regulations.

Financial and Business Performance Auditing

The contractor will conduct independent audits of designated programs and financial services to ensure compliance of applicable laws and statutes for various VA entities. These services may include pre-audit activities to ensure compliance, adherence to Generally Accepted Governmental Auditing Standards (GAGAS), and attestation engagements.

3 - Training

The contractor will design, conduct, and evaluate training in support of projects and programs.

Training Development

The contractor shall create training in various mediums for delivery to assigned staff for training.

Training Delivery

The contractor shall provide delivery of training in various formats to include: face to face, online, or hybrid formats.

4 – Outreach

The contractor will provide services as they relate to outreach, promotional materials, and advertising.

Advertising Services

The contractor will develop materials to promote the public and private awareness of the Veteran's Affairs mission, goals, initiatives and objectives to ensure complete understanding of the complex and technical aspects of the VA. Services may include the following components: advertising objective determination, message decision / creation, media selection, outdoor marketing and media services, broadcast media (radio, TV and public service announcements), direct mail services, media planning, media placement services, advertising evaluation, and related activities to advertising services.

Media Buying

The contractor shall assist in the procurement of advertising and outreach activities that can be in the form of television stations time, periodicals ads, internet advertisement, etc. for the VA. The contractor shall provide support in negotiating media in accordance with research and analysis and purchasing paid advertising to impact targeted audiences; generating excitement and awareness of VA benefits and services.

Public Relations Services/Outreach

The contractor shall assist in the strategic communication plan that builds beneficial relationships between the VA, the public, and other entities. The Contractor shall provide support to assist in developing plans for various Department-wide outreach campaigns and recommending the most effective way of communicating a message in print, electronic format, or both, including social media and web-based outreach.

Conference, Events, and Tradeshow Planning Services

The contractor shall develop and support the VA in preparation of conference, seminars, events and tradeshow planning services by providing materials that can be presented and/or provided to participants of these events. Services may include the following components for a show, event and/or booth: project management, coordination and implementation of third party participation, collection management of third party payment for participation, liaison support with venue, audiovisual and information technology support, topic and speaker identification, site location research, reservation of facilities, on-site meeting and registration support, editorial services, automation and telecommunications support, design and editing productions; and mailing and other communication with attendees including pre/post meeting mailings/travel support and computer database creation.

Promotional Materials

The contractor will develop promotional materials in multiple medium. This type of medium can include pamphlets, posters, brochures, etc. Services may include the following components: developing conceptual design and layouts, providing copywriting and technical writing services, creating sketches, drawings, publication designs, and typographic layouts; and furnishing custom or stock artwork (including electronic artwork).

Video/Film Production

The contractor will develop video and/or film materials in multiple mediums to include digital media for the use by the VA. Services may include final editing, copyrights and editing to fit various formats, i.e. High-Definition, streaming, Moving Picture Experts Group (MPEG), etc.

Graphics Design

The contractor will support in the development of visual communication using photography, illustration, visual arts, page layout, etc. Services may include logo design, periodical design, web design, and signage.

5 – Supply Chain

The contractor will provide services as they relate to the discipline of supply chain management concepts to include process improvement, cold chain management, delivery and storage of goods, and cost benefit analytical studies.

Supply Chain Analysis

The contractor will provide support in the analysis of supply chain efficiency and improvement measures. The services include all phases of planning, acquisition and management of logistics systems. These services may include planning, acquisition, design, development, testing, production, fielding, management, operation, maintenance, sustainment, improvement, modification and disposal.

Supply Chain Management

The contractor will provide support in the management and analysis of the system of the VA, personnel, and resources involved in the moving and procurement of supplies from the supplier to the VA. These activities may include analysis of the transformation of raw materials to the finished product, the coordination and collaboration with channel partners, and responsibility for linking business functions and processes.

Supply Chain Planning

The contractor will provide support in the process of predicting future requirements to balance supply and demand of the VA. Services may include the analysis of supply stock, future forecast, etc.

Inventory Management and Operation

The contractor will provide support in the practice of overseeing and controlling the systemic ordering, storage and use of resources in stock of supplies and inventory for the VA. These activities may include the analysis of mitigating risks to increase value from the vendors used in the procurement process, cost control processes, and analysis of quality measurements of consumables, expendables, and supplies.

Supply Chain Optimization

The contractor will provide support in the analytical study of identifying efficiencies or lack of efficiencies in the supply chain of the VA. Services may include providing consultation on process improvements of the supply chain, presentation of best practices by industry, quality management and assessment of supply chain.

6 – Human Resources and Staffing (HR & S)

HR & S contractors will provide human resources and staffing solutions as they relate to the development of position descriptions, manpower surveys, personnel record transactions in the support of human capital management.

Performance Development Planning

The contractor will provide support in the development of position description and qualification documents for human resource activities to include document generation for hiring officials and amendments to position description and responsibility documents, by utilizing Office of Personnel Management (OPM) and the Department of Veterans Affairs policies. Services may include providing position descriptions, levels of performance by experience matrices, and performance metrics.

Human Resources Operations

The contractor will provide support in the human resources personnel payroll processes. Services may include relaying official job offers once approved in writing by a Federal HR Director or designee, assisting with payroll validation, uploading evaluations, record management, to include SF-50 “Notification of Personnel Action”, SF-52 “Request for Personnel Action”, VA-3918 “Intra-Agency Transfer Request”, VA-4659 “Incentive Awards Recommendation and Approval”, and performance management.

Manpower Surveys

The contractor shall provide support in the design and analysis of manpower studies for the VA. Services may include assisting in the analysis of labor categories per task, man hours expended per task, and recommendation of human resource allocation.

Collective Bargaining Analysis and Assessments

The contractor shall provide support in the creation and evaluation of collective bargaining agreements, standard operating procedures, and other documents deployed for collective bargaining activities.

Use the below numbering legend to determine which positions aligns with your **functional area** of expertise and competence.

- | | | |
|--|---|----------------------------------|
| 1. Management & Improvement | - | a minimum of 71 positions |
| 2. Analysis | - | a minimum of 66 positions |
| 3. Training | - | a minimum of 34 positions |
| 4. Outreach | - | a minimum of 71 positions |
| 5. Supply Chain | - | a minimum of 64 positions |
| 6. Human Resources and Staffing | - | a minimum of 48 positions |

Once you determine which positions you are qualified for and interested please submit your resume and include the specific job category and actual position you are applying for. Submit your resume via the website. <https://www.ghumancapital.com/>

These are basic job description of anticipated tasks along with the mandatory minimum education and experience requirements

Job & Functional Titles	Description
Acquisition Specialist	<p>Performs tasks related to developing procurement request packages, while supporting program office activities. Tasks may include supporting the development of requirements, market research, estimates, and other related documentation.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 4 years Functional Area - 1 & 5</p>
Animator	<p>Performs tasks to produce multiple images called frames, which when sequenced together create an illusion of movement. The images can be made up of digital or hand-drawn, models or puppets in two or three dimensional</p> <p>Minimum Education - BA/BS degree Minimum Experience - 4 years Functional Area - 4</p>
Audio Video Technician	<p>Performs tasks to record or reproduce sound using audio and video equipment. Responsibilities can also include setting up audio and mixing board equipment, video recorders, projectors, and lighting equipment</p> <p>Minimum Education - BA/BS degree Minimum Experience - 3 years Functional Area - 4</p>

Job & Functional Titles	Description
Budget Analyst	<p>Performs tasks which apply knowledge and skill in budget-related laws, regulations, policies, precedents, methods, and techniques. Tasks may include support for Planning, Programming, Budgeting, and Execution (PPBE) activities; conducting multi-year programming studies and budget analyses, including, survey methods, findings, evaluations, and recommendations; supporting budget formulation efforts by developing, managing, and maintaining spreadsheets and budget artifacts used for development of Congressional Budget Justification; financial analysis; and development of draft briefs for VA management on the organization's budget.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 4 yrs. Jr & 8 yrs. Senior Functional Area – 1,2, 5 & 6</p>
Business Architect	<p>Performs tasks which structure the enterprise in terms of its governance structure, business processes, and business information; align strategic goals and objectives with decisions regarding products and services, partners and suppliers, organization, capabilities, and key business and IT initiatives. Tasks may include developing a business architecture strategy based on a situational awareness of various business scenarios and motivations; applying a structured business architecture approach and methodology for capturing the key views of the enterprise; capturing the tactical and strategic enterprise goals that provide traceability through the organization and are mapped to metrics that provide ongoing governance; defining the set of strategic, core and support processes that transcend functional and organizational boundaries; identifying external entities such as customers, suppliers, and external systems that interact with the business and describing which people, resources and controls are involved in the processes; and capturing the relationships among roles, capabilities and business units, the decomposition of those business units into subunits, and the internal or external management of those units.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 4 years Functional Area – 1,2, 5, 6</p>
Business Process Engineer	<p>Performs management and support of the analysis, design, development, and implementation of diverse, enterprise-wide processes and application systems. Tasks may include the design study process; conducting studies in support of system redesign and business process reengineering, improvement and management; developing implementation plans; and supporting the process of implementing and sustaining improvements.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 5 years Functional Area – 1,2 & 5</p>

Job & Functional Titles	Description
<p>Camera Operator</p>	<p>Perform tasks of operating a variety of technical equipment including single and multiple portable, remote-control and electronic cameras, cranes and mobile mountings.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 3 years Functional Area - 4</p>
<p>Career Coach</p>	<p>Performs tasks which allow the partnership with clients in a thought-provoking and creative process that inspires them to maximize their professional potential. Helps clients identify personal interests and life goals. Tasks may include assisting clients in planning strategic career moves and developing leadership skills; identifying new employment opportunities for clients; reviewing clients’ resumes and cover letters and providing feedback; rehearsing job interview tactics with clients and offering advice; performing personality and skills assessments on clients; administering aptitude tests to help determine clients’ interests and talents; recommending additional education to clients to help achieve their career goals; helping clients write resumes and letters to prospective employers; answering client questions concerning details about different careers; and counseling clients on how to strengthen their weaknesses.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 5 years Functional Area - 1 & 3</p>
<p>Change Management Specialist</p>	<p>Performs tasks requiring the knowledge and skills for a multidisciplinary approach to managing change and transition within organizations, programs, and projects. Tasks may include developing plans associated with transition management, implementation of major initiatives, communications associated with major initiatives, risk assessment, and organizational transformation and culture change; completing change management assessments and change management strategy; identifying and managing anticipated resistance; creating actionable deliverables, such as a communication plan, roadmap, coaching plan, training plan, or resistance management plan; supporting and engaging senior leaders; supporting organizational design and definition of roles and responsibilities; integrating change management activities into project plan, and evaluating and ensuring user readiness; managing stakeholders; tracking and reporting issues; defining and measuring success metrics and monitoring change progress.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 3 years Functional Area – 1, 2 & 5</p>

Job & Functional Titles	Description
Communications Products Specialist	<p>Communications or public relations specialists may handle public relations, information output, press releases and media requests, social media and/or advertising for a wide variety of organizations</p> <p>Minimum Education - BA/BS degree Minimum Experience – Jr. 4 yrs., Senior 8 yrs. Functional Area - 4</p>
Conference/Trade Show/Event Planner	<p>Performs tasks that involves long range planning for conferences and trade shows. Analyzes site selection criteria, proficient in computer operation, developing brochures, registration materials, programs, schedules and agenda data.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 6 years Functional Area - 4</p>
Copy Writer/Editor	<p>Performs the craft of writing and/or editing persuasive ads and letters which in return gets people to buy-in a activity, mentality or culture of an organization</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - All</p>
Cost Analyst	<p>Performs cost analysis with responsibility for analyzing a variety of proposed program/project activities, involving a wide range of factors affecting cost, with pertinent historical data generally available. Tasks may include developing Program Life Cycle Cost Estimates, cost models and estimating relationships; assisting in the conduct of cost-benefit and business case analyses; and preparing and presenting PowerPoint presentations, process summary reports, meeting minutes/notes, and other program management documentation.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area – 1,2,3 & 5</p>
Creative Director	<p>Defines and influences strategy, extends counsel beyond core implementation, and requires expertise in graphics design, production, advertising, print broadcast services and web site design. Responsible for the review, revision and development of creative brand campaigns, including direct-mail, television, radio, press, e-mail and other channels to effectively communicate brand message. Works closely with assigned Program Directors, Analysts and other staff in ensuring that focus is maintained on creating an effective strategy to communicate a message or brand. Demonstrated expertise in audience analysis and targeted communication strategy.</p> <p>Minimum Education - MA/MBA degree Minimum Experience - 8 years Functional Area - 4</p>

Job & Functional Titles	Description
Data Analyst	<p>Performs tasks which may include obtaining data through advanced computerized models; extrapolating data patterns through advanced algorithms; developing simple graphs and charts to explain how the mathematical information will influence the specific project or business; and presenting to managers how to best alter their business models to generate profitable future trends.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area – 1,2 & 5</p>
Data Entry Operator	<p>Performs tasks which may include checking data from completed forms or other documents for accuracy and completeness; entering data into a database; reviewing audit reports and resolving errors to ensure integrity of data; identifying problems with database management policies and procedures and providing input into their revision; providing direction or assistance to users of information regarding data requirements and status of paperwork; distributing reports; and sorting and filing paperwork.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 2 years Functional Area - 1 & 2</p>
Data Management Specialist	<p>Performs tasks which ensure strategic and coordinated data systems management, accuracy and integrity of data, and reporting of data to internal and external stakeholders. Tasks may include ensuring timely and accurate monthly, quarterly and annual reports as required; establishing, maintaining, and updating databases and records for recurring internal reports; recommending and implementing new operating methods to improve data flow, collection, editing, processing and distribution; and ensuring data integrity of high level data analysis.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area – 1,2,4,5 & 6</p>

Job & Functional Titles	Description
Data Modeler	<p>Performs tasks which many include providing technical expertise for the production of detailed database designs and design documentation, including data models and data flow diagrams; evaluating and configuring database products to match user requirements with system capabilities; determining file organization, indexing methods, and security procedures for system databases; planning and coordinating conversion and migration of existing (or legacy) databases.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 4 years Functional Area – 1,2,4 & 5</p>
Director	<p>Performs tasks such as controlling the artistic and dramatic aspects of a script to portray it in some form of media. Responsibilities can include choosing cast members, production design and creative aspects of media production.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 5 years Functional Area - 4</p>
Editor	<p>Performs tasks such as writing and editing materials, such as reports, regulations, articles, newsletters, magazines, news releases, training materials, brochures, interpretive handbooks, pamphlets, guidebooks, scholarly works, reference works, speeches, or scripts. Tasks may include writing, editing, or reviewing training materials for a course, user guidebook, briefing packages, workbooks, or study reports.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 8 years Functional Area - All</p>
Evaluation Specialist	<p>Designs and implements evaluation systems, measuring program impact and activities and is skilled in content analysis, quantitative tracking, and qualitative assessment. Uses tools such as surveys, focus groups, structured interviews, and secondary research. Oversees performance report generation and communication and integration of findings into current strategies. Meets with Government regularly to discuss progress, propose initiatives, and establish priorities. Develops and coordinates strategic integration of evaluation processes into program activities. Oversees performance report design and generation and communication and integration of findings into current strategies.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 5 yrs., Senior 8 yrs. Functional Area - 4</p>

Job & Functional Titles	Description
Executive Career Coach	<p>Performs tasks which allow a partnership with executive clients in a thought-provoking and creative process that inspires them to maximize their professional potential. Tasks may include supporting clients through their career transition, expertly coaching clients on their job search strategy and providing them services including mock interviews, interview preparation, evaluation and salary negotiation coaching, information on networking best practices and other support as requested.</p> <p>Minimum Education - Master's degree Minimum Experience - 9 years Functional Area - 1 & 3</p>
Exhibit Designer/Specialist	<p>Performs tasks in various environments to design sets, tradeshow and conference booths, or designated areas of facilities to promote the message or objectives of the organization.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - 4</p>
Facilitator	<p>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 ranging from a day to a few weeks.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 3 years Functional Area - 1 & 3</p>
Financial Analyst	<p>Performs and consults multiple levels of personnel in one or more of the following competencies: financial and business management, budget and finance policy and operations, cost and economic analysis, strategic analysis, and other applicable disciplines. Recommends cost effective strategies to meet objectives.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area – 1,2 & 4</p>

Job & Functional Titles	Description
Financial Auditor	<p>Performs tasks of inspecting, verifying and validating the accuracy of the financial records of an organization.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - 1 & 2</p>
General Clerk	<p>Performs work solely of a clerical, support nature. Tasks may include copying, transcribing, answering phone calls, assembling documents or reports, filing, scheduling meetings/conferences or making calendar arrangements.</p> <p>Minimum Education - AAS degree Minimum Experience - 2 years Functional Area - All</p>
Graphic Artist	<p>Performs tasks such as planning, designing, and producing graphic exhibits, including artistic considerations using technical knowledge and skills, in both physical and electronic form. Tasks may include designing for a variety of products and activities, such as websites, advertising, books, posters, product packaging, exhibitions and displays, corporate communications and corporate identity (such as award programs, summits and meetings) that require the organizations visual brand.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - 4</p>
Graphic Design Specialist	<p>Performs task of creating visual concepts, by hand or using computer applications, to communicate ideas that inspire, inform, or captivate an audience. Tasks may include the development of the overall layout and production for advertisements, magazines, pamphlets, etc.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 2 years Functional Area - 4</p>
Human Resource Specialist	<p>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.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - 6</p>

Job & Functional Titles	Description
Information and Records Planning Specialist	<p>Performs tasks that will determine records creation, maintenance, and security in accordance with local policies and standards. Tasks may include the distribution of records to various entities, collection of statistical data, review coordination, preparation of reports</p> <p>Minimum Education - AAS degree Minimum Experience - 2 years Functional Area – 1, 2 & 4</p>
Information Management Specialist	<p>Performs tasks which support program, project and organizational work through the design and control of systems that input, delete, retrieve, manipulate, and correct information in databases or automated/electronic records. Tasks may include designing and producing reports via a wide variety of information management research tools, systems, and processes.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 4 years Functional Area – 1, 2 & 5</p>
Information Technology Specialist	<p>Performs tasks related to leading, administering, developing, delivering, and supporting information technology (IT) systems and services, including data storage, information assurance, software applications, networking, and systems and services used in the automated acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, assurance, or reception of information. Tasks may include evaluating, recommending, designing, and developing IT solutions to compile, evaluate, analyze, control, secure, and disseminate timely, relevant, objective, and accurate data and information to VA and VA stakeholders, including, not limited to, web-based designs, data governance, operational systems, document storage, applications, models, and assessment of existing legacy systems.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 4 years Functional Area – 1, 2 & 5</p>

Job & Functional Titles	Description
Instructional System Designer	<p>Performs tasks related to planning, coordination, and development components of instructional design based on the findings of occupational analysis; determining the learning objectives and task learning relationships, clustering learning events, organizing course content, and developing instruction design plans; and analyzing learning problems, selecting teaching strategies using appropriate models, and developing course plans using this information. Tasks may include identifying training needs, presenting recommendations, and delivering learning solutions to address performance gaps; leveraging instructional design and performance improvement processes to analyze, design, develop, implement, and evaluate instructional materials and performance improvement programs; working with key stakeholders and subject matter experts to design and develop training interventions that incorporate best practices in behavioral and cognitive sciences to effectively address business and performance objectives.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area – 1,2,3, 5 & 6</p>
Inventory Specialist	<p>Performs tasks related to the movement, restocking and accounting of items stored in various locations. Responsibilities can include compiling and maintaining records, identifying types of supplies, and suggesting re-order points for revolving stock.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 4 years Functional Area - 5</p>
Lean Six Sigma Specialist	<p>Performs tasks which require knowledge of Six Sigma philosophies and principles, including supporting systems and tools; an understanding of team dynamics and how to assign team member roles and responsibilities based on a thorough understanding of all aspects of the DMAIC model in accordance with Six Sigma principles; and Lean enterprise concepts, with the ability to identify non-value-added elements and activities using specific tools related to Lean and Six Sigma. Tasks may include employing quality management systems, tools, and techniques to help organizations transform, including, but not limited to Lean Six Sigma (LSS), ISO 9000/9001, and the Malcolm Baldrige Quality Award criteria.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 4 years Functional Area – 1,3 & 5</p>

Job & Functional Titles	Description
Logistics Analyst	<p>Performs tasks that assist in the streamlining of production or distribution systems. Responsibilities can include making recommendations on items to stock, using various transportation methods, reallocation of facility resources, staying abreast of efficient and effective ways for inventory control and management, etc.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - 5</p>
Management Analyst	<p>Performs tasks requiring delivery of analysis and advice for management regarding the evaluation of the effectiveness and efficiency of large scale programs and operations. Tasks may include conducting organization studies that specifically assess and analyze current organization states and management systems; performing gap analyses of differences between current and targeted states; documenting and delivering findings and recommendations; and conducting surveys, focus groups, and other accepted techniques for data collection in support of organization studies that specifically assess and analyze current organization states and management systems.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area – 1,2, 5 & 6</p>
Marketing / Media Specialist	<p>Sufficiently knowledgeable in both graphical communication and computer programming to create media that responds to input and interacts with users. Often are employed in a web-related context, using programming languages and design programs usually employed in website design to complete their work.</p> <p>May create projects that range from online interactive experiences, to create online exhibits, to projects like interactive surveys.</p> <p>Common job duties include developing new design tools and creating graphical interfaces. Other tasks these specialists commonly perform include participating in quality assurance testing, maintaining existing applications and researching new technologies and methods.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - 4</p>

Job & Functional Titles	Description
Media Buyer/Planner	<p>Develops strategies and objectives for media buys and determines the effective mix of advertising types for each specific campaign and target audience. Creates and implements a plan to meet media objectives within an established budget and timeframe. Negotiates with media sales representatives to buy and place advertising for a company or clients where it will have the greatest impact, calculates rates and budgets, and ensures that ads appear as specified. Has strong analytical, negotiation and organizational skills. Tracks, analyzes and interprets results of advertising expenditures. Has strong research and analytical skills.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 5 yrs., Senior 8 yrs. Functional Area - 4</p>
Performance Auditor	<p>Performs tasks of inspecting, verifying and validating the operations and procedures of an organization. In this role, the performance auditor can also make recommendations for improving the processes of the organization.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area – 1,2,3, 5 & 6</p>
Photographer	<p>Performs a variety of photographic techniques to produce photographs of people, events, places and objects for print and online presentations and/ or publications. The individual possesses knowledge of Photoshop, Lightroom, or other photography specific software including on-, and off-camera lighting skills.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 5 years Functional Area - 4</p>
Policy Analyst	<p>Performs tasks related to policy and regulation analysis and development related to a government agency. Tasks may include the analysis of specific issues, identification of alternatives, white paper development, development of policy review papers, development of policy directives and handbooks, and other analytical tasks focused on VA policy. Policy will be approved by Government employees.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Functional Area – 1,2,5 & 6</p>

Job & Functional Titles	Description
Process Improvement Specialist	<p>Performs evaluating, planning, and recommending improvements to the VA. The individual can also facilitate brainstorming events that are focused on the improvement of processes within the organization.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Level I: 1 year; Level II: 5 years; Level III: 10 years</p> <p style="text-align: right;">Functional Area - All</p>
Producer (Film Production)	<p>Performs all phases of video production for clients including writing scripts, filming video and editing footage. Coordinates with the client to ensure project goals and requirements are met. Manages on-scene production crew and supervises off-line and on-line editing. Ensures conformity to original script and storyboard. Performs quality control and assurance of final product.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - 4</p>
Producer	<p>Performs tasks in the managing of a project from conception to completion. Additional roles and responsibilities might include the marketing and distribution process of the finalized product.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - 4</p>
Production Coordinator	<p>Performs tasks in a variety of administrative support to track schedules and ensuring that the project is operating within a budget and scope.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - 4</p>
Production/Operations Manager	<p>Manage the operations specialists with overview of production/ operations management through an array of concepts and methods to maximize an organization's efficiency</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area – 1,2, 5 & 6</p>

Job & Functional Titles	Description
Production/Operations Specialist	<p>Coordinate the activities of organizations. Specifically, they direct the production, pricing, sales and distribution of product or services and are responsible for overall operations improvement. Day-to-day duties may include forecasting customer demand and meeting with managers from other departments.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area – 1,2, 5 & 6</p>
Program Analyst	<p>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.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Level I: 1 year; Level II: 5 years; Level III: 10 years Functional Area - All</p>
Program Manager	<p>Performs tasks requiring management of a large-scale program, encompassing multiple projects, with a total lifecycle budget and complexity comparable to the task order at hand. Tasks may include planning, initiating, managing, executing, and closing out small and large scale programs in support of an agency's mission.</p> <p>Minimum Education - BA/BS/MS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - All</p>
Programmer	<p>Performs tasks related to developing and modifying web-based applications, client-server applications and/or OS scripts for process automation, using skill and knowledge of application development in a Relational Database Management System or Structured Query Language (SQL); implementing and integrating commercial off-the-shelf (COTS) software into existing architecture; planning, documenting, coding, modifying, testing and implementing computer programs; documenting test conditions, creating test data, testing programs, and analyzing results; performing analysis of program and production problems; and using a Systems Development Methodology. Tasks may include analyzing and designing new or existing system enhancements; working closely with the user to define requirements; writing program specifications; researching the use of new technologies; working on multiple project requests; applying programming and analysis skills with a detailed knowledge of the application; coordinating system testing and assisting users with acceptance testing; assisting in the development and maintenance of data and process models; and assisting in the development of work plans and project organization.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area – 1,2,4 & 5</p>

Job & Functional Titles	Description
Project Manager	<p>Performs tasks requiring management of a small-scale project encompassing multiple tasks with a total lifecycle budget and complexity comparable to the task order at hand. Tasks may include formulating and defining system scope and objectives in accordance with the customer technical requirements; compiling and analyzing technical data; advising VA management and customers on complex system projects and activities; working closely with customers to define communication systems and equipment requirements; providing instruction on and performing and documenting quality assurance reviews.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - All</p>
Public Relations Specialist	<p>Responsible for developing and maintaining the public images of their clients or organizations. This may involve issuing press releases, promoting press releases, maintaining a social media presence and arranging public appearances</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - 4</p>
Quality Management Specialist	<p>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. Tasks may include employing quality management systems, tools, and techniques to help organizations transform, including, but not limited to ISO 9000/9001, and the Malcolm Baldrige Quality Award criteria.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 4 years Functional Area – 1,2 & 5</p>
Research Assistant	<p>Performs tasks which support the relevant research of a project. Tasks may include conducting literature or other relevant research; supporting the development of project deliverables such as position papers, guides and cognitive interview materials; providing administrative research support; maintaining documents and records for assigned tasks; and utilizing external resources to supplement, organize, and contribute to tasks and deliverables.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 4 years Functional Area - 1 & 2</p>

Job & Functional Titles	Description
Researcher	<p>Performs tasks related to performing research, or other professional and scientific work, in one or more of the social sciences, including economics, psychology, social work, or in the administration of public welfare and insurance programs. Tasks may include developing and conducting experimental research design plans; translating data into actionable insight; and conducting site visits or phone interviews to support the research team.</p> <p>Minimum Education - Master's degree Minimum Experience - 6 years Functional Area - 1 & 2</p>
Research Manager	<p>Performs tasks related to planning, coordinating, and executing assigned research projects. Tasks may include tracking and reporting project progress; identifying areas of improvements and developing new methodologies; and presenting research findings to management in an understandable manner.</p> <p>Minimum Education - Master's degree Minimum Experience - 8 yrs. Functional Area - 1 & 2</p>
Scriptwriter	<p>Performs tasks to prepare stories and instructions for media projects and products. The scriptwriter creates the story line, characters and dialog for any piece of staged presentation.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - 4</p>
Senior Consultant	<p>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.</p> <p>Minimum Education - MA/MBA degree Minimum Experience -10 years Functional Area - 4</p>

Job & Functional Titles	Description
Senior Video Producer	<p>Manages broadcast production projects from start to completion. Performs high-level production work in TV, radio, long-format, and event production. Oversees all aspects of pre- and post-production including, budgeting, booking, crews/studios and talent, scouting locations, scheduling, managing shoots/records, color correction, footage transfer, offline editing, graphics production, music composition/sweetening, on-line editing, and duplication/distribution. Responsibilities also include overseeing the work of support staff and ensuring program scripts meet intentions and requirements expressed by management. Senior Producers are highly proficient in editing and familiar with a variety of the field's concepts, practices, and procedures. A wide degree of creativity and latitude is expected.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 10 years Functional Area - 4</p>
Sign Language Interpreter	<p>Performs tasks in ensuring that deaf or hearing-impaired individuals understand what is being said in a variety of situations. The interpreter must understand the subject being presented so they can accurately translate.</p> <p>Minimum Education - AAS degree Minimum Experience - 3 years Functional Area – 4</p>
Social Media Specialist	<p>Oversees the design, development, and maintenance of social media and activities for an assigned project. Provides a variety of strategic communications and organizational support, coordination, and configuration management to various project teams and senior managers. Has demonstrated a broad range and diverse skills across the media spectrum. Performs a variety of tasks related to designing, developing, troubleshooting, debugging, and implementing social media. Must be skilled in conducting outreach through various social media channels such as video and written blogs, chat, Twitter and Facebook. Possesses a solid understanding of creative trends, current design, and development technologies, including current web development, video, and social media trends.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - 4</p>
Statistician	<p>Performs tasks related to applying statistical theories, techniques, and methods to gather, analyze, interpret, and/or report quantified information. Tasks may include performing valid and useful analyses of data sets in support of task areas using existing data or data to be collected.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area – 1,2 & 5</p>

Job & Functional Titles	Description
Strategic Planner	<p>Performs tasks related to providing content and process expertise for providing advice for establishing and implementing a strategic direction. Tasks may include supporting strategic planning, including the development of strategic goals, objectives, strategies, performance measures, targets, improved programmatic outcomes, and linkages to programming, budgeting and evaluations; supporting strategic performance measure development, including improved linkage between VA-wide strategic goals and VA programmatic outcomes; and implementing the Government Performance and Results Act (GPRA) Modernization Act (GPRAMA).</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area – 1,2, 5 & 6</p>
Subject Matter Expert	<p>Performs tasks requiring a recognized level of expertise in a specified subject area.</p> <p>Minimum Education – Master’s degree Minimum Experience - 8 years Functional Area - All</p>
Supply Technician	<p>Perform tasks of tracking the status of supplies, consumables, and expendable commodities for inventory and distribution activities.</p> <p>Minimum Education – HS Diploma Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - 5</p>
Systems Analyst	<p>Perform data collection, modeling, analysis, documentation and product generation. Organize and translate data into information for studies, reports, and documentation. Conduct analyses, including defining parameters of requested data output and analysis. Collect, compile and assemble data for financial and analytical reports. Provide research support. Assist in preparation of reports, briefings, and documentation of deliverables.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - All</p>

Job & Functional Titles	Description
Systems Engineer	<p>System engineers, also known as computer systems software engineers, performs technical analytical studies of business processes and the potential transference of those processes into an ERP or making recommendations to align the VA's posture towards the best practices deployed in private and public entities</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area – 1,2,3 & 5</p>
Technical Writer	<p>Experience writing, editing, publishing reports and technical documents. Strong experience with computer based systems. Gathers, analyzes and composes technical information required for preparation of user manuals, training materials, installation guides, proposals, reports, etc. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area – 1,2, 5 & 6</p>
Training Analyst	<p>Performs tasks related to the development and maintenance of all user documentation and training materials. Tasks may include developing and maintaining traditional and non-traditional user support materials, such as e-learning and job aids; providing training support, both in person and online, on an as-needed basis; conducting business process reviews with clients to understand current workflows; preparing gap analysis and requirements documentation; authoring software specifications for enhancements to a system; preparing training plans; and participating in go-live events.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 4 years Functional Area - 3 & 6</p>

Job & Functional Titles	Description
Trainer	<p>Performs tasks related to the planning, creating, and executing test administration, learning management, customized subject matter specific training and educational courses that are delivered via an instructor-led (i.e., traditional classroom setting or conference/seminar) or web-based (i.e., Internet/Intranet, software packages and computer applications) system. Tasks may include conducting evaluations; analyzing and identifying communication and skill requirements; translating needs into workshop and remedial training modules; developing and revising workbooks and class instructional materials associated with standard and customized workshops; performing training related administrative tasks; developing and maintaining training databases; conducting face-to-face and online training; attending and participating in meetings and committees; and making presentations as needed.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - 3 & 6</p>
Training Scheduler,	<p>Performs tasks related to the scheduling of meetings, courses, and other events related to training forums, including classroom, individual and computer based. Tasks may include assuring the accuracy of an electronic class schedule, including web entry pages; developing and conducting training for users of the schedule entry process; providing subject matter expertise to all schedule entry system department users; developing curriculum and delivering initial and ongoing training for all data entry persons in the use of the class scheduling system; creating, maintaining and revising all scheduling related training and process documentation in the form of web pages on the VA system.</p> <p>Minimum Education – HS Diploma Minimum Experience - 2 years Functional Area – 3 & 6</p>
Translator	<p>Performs tasks in converting concepts in the source language to equivalent concepts in the target language.</p> <p>Minimum Education - BA/BS degree Minimum Experience - 3 years Functional Area - 4</p>
Video Editor	<p>Performs tasks in the post-production process of films and videos by digitizing and organizing raw footage into a final product suitable for public audiences.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - 4</p>

Job & Functional Titles	Description
Video Engineer	<p>Performs tasks in video transcoding work processes, developing video preparing calculations, implement calculations to soften discretionary video content, research programming modules for enhancements, etc.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 8 yrs. Functional Area - 4</p>
Videographer	<p>Filming all task-related events. After the event filming, may be responsible for editing the film into a final deliverable product.</p> <p>Minimum Education - BA/BS degree Minimum Experience -4 years Functional Area - 4</p>
Web Developer	<p>Performs tasks requiring use of IT to advance the organization's goals by creating websites for programs and projects. Tasks may include performing web development, computer programming and database integration; supporting data collection, statistical analysis and visualization of progress towards achieving objectives; articulating and assisting the customer with defining and refining product requirements; and supporting Data and Information Management tasks.</p> <p>Minimum Education - BA/BS degree Minimum Experience - Jr. 4 yrs., Senior 10 yrs. Functional Area – 1,2,4, 5 & 6</p>