Attachment H– Labor Categories

Labor Categories

The proposed labor categories required for this effort are as follows and will vary according to individual task orders.

Labor categories have been defined as Junior, Mid-Level, and Senior based on years of experience, education, and description according to the table included in Appendix One of this document.

The Proposed Job Title(s)/Position Name(s) for the E&E IDIQ Labor Categories are listed in Appendix Two of this document.

The primary labor categories utilized in this requirement will include the following:

Evidence-Building and Evaluation IDIQ Labor Categories	Description
Leadership Personnel • Project Director • Program Director • Primary Investigator • Principal Investigator	**Duties:** • Analyzes and coordinates the schedule, timeline, procurement, staffing, and budget of a project or task order. • Leads and guides the work of technical staff. • Serves as a point of contact for the project or task order. • Is responsible for identifying and communicating with stakeholders, expert panels, and HRSA. • Expeditiously resolves challenges to contractual activities and customer concerns. • Responsible for all aspects of performance (i.e., technical, contractual, administrative, financial). • Provides overall direction of program activities across multiple tasks. • Supervises multiple program managers and sr. project managers within their organization. • Consults with the customer to ensure conformity to contractual obligations. • Establishes and maintains reporting cycle to document progress toward identified contractual technical activities as well as financial reports to show progress of projects to management and customers. • Staffs, organizes and assigns responsibilities to subordinates. • Oversees the successful completion of all assigned tasks. • Directs initiatives and provides support to ensure the

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	success of complex mission important programs.
	• Assumes responsibility for the integrity of performance and ensuring compliance with all protocols or policies, including HRSA polices.
	• Assumes responsibility for identifying and communicating with stakeholders, expert panels, and HRSA.
	• Expeditiously resolves challenges to contractual activities and customer concerns.
	Relevant Experience:
	• A minimum of ten (10) years of independent research experience at the postgraduate level (doctorate preferred) in health and/or public health-related evaluation studies and other evidence-based activities/projects (e.g., policy analysis), utilizing both qualitative and quantitative methodologies.
	• Evidence of extensive extramural grant and/or contract experience in a leadership role with project and staff management responsibilities.
	• Publication record in peer reviewed scientific journals.
	• Possesses strong management experience and leadership skills as demonstrated through any of a combination of activities including project management, program evaluation, contract management, service on national and international scientific working groups, etc. in the private, academic, non-profit and/or other public sector.
	• At least five (5) years of experience working with Federal government agencies whose work focuses on health and/or public health.
	• Demonstration of comprehensive understanding of and experience with the processes and procedures related to working with Federal agencies.
	Education:
	• Advanced degree at a doctoral level from an accredited college or university in evaluation, operations research, public health, or a related field.
Senior Project Management Personnel • Contract Manager • Program Manager • Project Manager • Team Lead	**Duties:** • Serves as the project manager for large, complex task order (or a group of task orders), with responsibility for planning, organizing and directing management and daily operations. • Plans, develops, implements, and evaluates overall program policies and directs subordinate managers/staff.

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	- Directs and manages the operation of several programs/projects simultaneously. - Establishes goals, objectives, performance requirements, standards, and accountability - Manages program costs and budget - Ensures contract compliance and timely delivery of project deliverables. - Manages the gov't clearance process for contractor/project staff, including tracking completion of forms and ensuring all contractors are cleared before they begin work. - Provides management of project activities, personnel and administrative functions related to specific tasks and ensures that technical solutions and schedules are implemented in a timely manner. - Directs and manages staff assignments and monitors product quality and ensures project milestones meet deliverable schedules, and reports on project status to the program manager. - Identifies and resolves issues/differences within the contractor project team/staff and between the contractor project team/staff and the HRSA Bureau/Office team/staff, as needed. **Relevant Experience:** - A minimum of (10) years of related experience or an equivalent combination of experience and training that provides the required knowledge, skills and abilities to successfully complete identified position duties. Experience with health and/or public health related studies and/or projects preferred. - A minimum of three (3) years of experience in project development from inception to deployment and demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. Experience in evaluation studies and/or other evidence-based activities/projects (e.g., policy analysis), utilizing both qualitative and quantitative methodologies preferred. - At least three (3) years of experience working with Federal government agencies whose work focuses on health and/or public health. - Demonstration of comprehensive understanding of and experience with the processes and procedures related to working with Federal agencies. **Education:**

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• A minimum of a master's degree or equivalent professional degree from an accredited college or university in evaluation, public health or a related associated field. Course work in project/program management or business preferred.
Project Management Personnel • Deputy Contract Manager • Deputy Program Manager • Deputy Project Manager • Deputy Team Lead	**Duties:** • Assists Senior Project Management Personnel in working with the Government's contracting officer, the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel, and customer agency representatives. • Under the guidance of the Senior Project Management Personnel, manages the specific task order(s) and ensures that the technical solutions and schedules in the task order are implemented in a timely manner. • Identifies and resolves issues/differences within the contractor project team/staff and between the contractor project team/staff and the HRSA Bureau/Office team/staff, as needed. **Relevant Experience:** • A minimum of (3) years of related experience or an equivalent combination of experience and training that provides the required knowledge, skills, and abilities to successfully complete identified position duties. Experience with health and/or public health related studies and/or projects preferred. • A minimum of one (1) year of experience in project development from inception to deployment and demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. Experience in evaluation studies and/or other evidence-based activities/projects (e.g., policy analysis), utilizing both qualitative and quantitative methodologies preferred. **Education:** • A minimum of a bachelor's degree from an accredited college or university in evaluation, public health or related field. Course work in project/program management and/or business or other related discipline preferred.
Senior Technical Personnel: • Senior Evaluator • Senior Evaluation Scientist	**Duties:** • Manages a health- or public health-related evaluation and/or evidence-building projects (e.g., policy analysis) with responsibility for planning, organizing and directing management and daily operations.

Evidence-Building and Evaluation IDIQ Labor Categories	Description
• Senior Evaluation Specialist • Senior Epidemiologist • Senior Management Analyst • Senior Program Analyst	• Applies advanced technical knowledge, abilities and skills to develop, adapt, or modify evaluation and other evidence-based project (e.g., policy analysis) strategies. • Designs key questions to be addressed by evaluation studies and/or evidence-building projects. • Designs and executes evaluation plans • Leads evaluation studies and evidence-building projects • Directs evaluation of organizational risk management practices (e.g., identifying and assessing potential risks to organization's objectives, analysis of internal and external factors, review of control mechanisms) and development of recommendations for mitigating identified risks. • Proposes journal options for submission of manuscripts and prepares abstract and manuscript submissions • Develops analysis plans and supervises performance of data analysis • Supervises monitoring of incoming data and provision of updates, as needed • Directs implementation of designed evaluation studies and other evidence-based activities/projects (e.g., policy analysis). • Supervises gathering of evaluation and/or evidence-building (e.g., policy analysis) findings in a manner that conforms to methodological standards compatible with research published and/or presented in peer-reviewed journals, articles, and professional meetings. • Has current knowledge of relevant data sources for health or public health related evaluation and/or policy analysis projects and experience in obtaining secondary data from multiple sources (e.g., data use agreements). • Proposes outcome measures and benchmark data for health or public health related evaluation studies. • Monitors quality, integrity and security of project data • Trains staff for collection of quantitative and qualitative primary data, including chart abstraction, surveys, interviews, focus groups, and review of secondary source collection. • Directs and oversees staff in use of software such as SAS, SPSS, Stata, R, or other tools to develop statistical models and calculates statistics for use with quantitative data. • Directs and oversees staff in use software such as NVivo, Dedoose or other tools/techniques (e.g., triangulation from

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	different data sources; coding) to develop content, thematic, or other qualitative analyses, along with models for use with qualitative data. • Oversees preparation of s OMB/PRA clearance packages and/or IRB requests. • Maintains up to date knowledge of and training in most current evaluation and evidence-based methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). **Relevant Experience:** • A minimum of ten (10) years of experience in directing and administering complex health and/or public health related evaluation and other evidence-based studies (e.g., policy analyses), using a variety of methodologies. • At least three (3) years of experience working with Federal government systems and processes in the health or public health area • A minimum of five (5) years relevant experience/expertise in variety of related data software used for both quantitative and qualitative analyses (e.g., SAS, etc.) **Education:** • A minimum of a master's degree or equivalent professional degree from an accredited college or university in evaluation, operations research, public health or a related field (doctorate preferred).
Technical Personnel: • Evaluator • Evaluation Scientist • Evaluation Specialist • Epidemiologist • Management Analyst • Program Analyst	**Duties:** • Conducts organizational studies and evaluations, designs systems and procedures, conducts work measurement studies, prepares operations and procedures documentation to support programs operating more efficiently and effectively • Evaluates organizational risk management practices (e.g., identifying and assessing potential risks to organization's objectives, analysis of internal and external factors, review of control mechanisms) and assists in development of recommendations for mitigating identified risks. • Conducts key technical aspects of health and/or public health related evaluation and/or policy analyses that require considerable experience in proper execution, analysis, and interpretation. • Performs a variety of evaluation and other evidence-based (e.g., policy analysis) related tasks such as conducting literature reviews; collecting primary data, obtaining

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	secondary data sources, troubleshooting methodological and logistical issues; suggesting alternative approaches; developing, revising (as needed) and executing detailed and extensive analyses; and interpreting and summarizing results. • Gathers evaluation and/or policy analysis findings in a manner that conforms to methodological standards compatible with research published and/or presented in peer-reviewed journals, articles, and professional meetings. • Proposed s journal options for submissions of manuscripts and assists in development of abstract and manuscript submissions. • Conducts specialized computer analysis of research data requiring more than routine computer usage, knowledge and skills – including a full range of currently available specialized software (e.g., SAS, NVivo, ArcGIS, Tableau, PowerBI, etc.). • Uses software such as SAS, SPSS, Stata, R, or other tools to develop statistical models and calculates statistics for use with quantitative data. • Uses software such as NVivo, Dedoose or other tools/techniques (e.g., triangulation from different data sources; coding) to develop content, thematic, or other qualitative analyses, along with models for use with qualitative data. • Assembles and/or assists in assembling data dictionaries and code books for primary and/or secondary data sources that are used in health and/or public health evaluation or policy analysis studies and is subsequently transmitted to the government • Prepares OMB/PRA clearance packages and/or IRB requests. • Maintains up to date knowledge of and training in most current evaluation and evidence-based methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). **Relevant Experience:** • A minimum of (3) years of related experience or an equivalent combination of experience and training that provides the required knowledge, skills, and abilities to successfully complete identified position duties • A minimum of three (3) years of professional experience in program evaluation and other evidence-building projects

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	using quantitative and qualitative methodologies, policy evaluation, applied statistics, and/or quantitative and/or qualitative research or a related field is required. • At least three (3) years directly related to health/public health programs/issues. • A minimum of three (3) years relevant experience/expertise in variety of related data software used for both quantitative and qualitative analyses (e.g., SAS, etc.) **Education:** • A minimum of a bachelor's degree from an accredited college or university in public health or related field.
Junior Technical Personnel: • Junior Evaluator • Junior Evaluation Scientist • Junior Evaluation Specialist • Junior Epidemiologist • Junior Management Analyst • Junior Program Analyst	**Duties:** • Conducts organizational studies and evaluations, designs systems and procedures, conducts work measurement studies, prepares operations and procedures documentation to support programs operating more efficiently and effectively • Evaluates organizational risk management practices (e.g., identifying and assessing potential risks to organization's objectives, analysis of internal and external factors, review of control mechanisms) and assists in development of recommendations for mitigating identified risks • Conducts key technical aspects of health and/or public health related evaluation and/or policy analyses that require considerable experience in proper execution, analysis, and interpretation. • Performs a variety of evaluation and other evidence-based (e,g., policy analysis) related tasks such as conducting literature reviews; collecting primary data, obtaining secondary data sources, troubleshooting methodological and logistical issues; suggesting alternative approaches; developing, revising (as needed) and executing detailed and extensive analyses; and interpreting and summarizing results. • Gathers evaluation and/or policy analysis findings in a manner that conforms to methodological standards compatible with research published and/or presented in peer-reviewed journals, articles, and professional meetings. • Conducts specialized computer analysis of research data requiring more than routine computer usage, knowledge and skills – including a full range of currently available specialized software (e.g., SAS, NVivo, ArcGIS, Tableau, PowerBI, etc.).

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• Uses software such as SAS, SPSS, Stata, R, or other tools to develop statistical models and calculates statistics for use with quantitative data. • Uses software such as NVivo, Dedoose or other tools/techniques (e.g., triangulation from different data sources; coding) to develop content, thematic, or other qualitative analyses, along with models for use with qualitative data. • Assembles and/or assists in assembling data dictionaries and code books for primary and/or secondary data sources that are used in health and/or public health evaluation or policy analysis studies and is subsequently transmitted to the government • Prepares OMB/PRA clearance packages and/or IRB requests. • Maintains up to date knowledge of and training in most current evaluation and evidence-based methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). **Relevant Experience:** • Up to three (3) years of related experience or an equivalent combination of experience and training that provides the required knowledge, skills, and abilities to successfully complete position identified duties. A minimum of one (1) years' experience required. • Up to three (3) years of professional experience in program evaluation and other evidence-building projects using quantitative and qualitative methodologies, policy evaluation, applied statistics, and/or quantitative and/or qualitative research or a related field is required. • A minimum of one (1) years' experience directly related to health/public health programs/issues. • Up to three (3) years relevant experience/expertise in variety of related data software used for both quantitative and qualitative analyses (e.g., SAS, etc.) **Education:** • A minimum of a bachelor's degree from an accredited college or university in public health or related field.
Senior Statistical Personnel: • Senior Statistician • Lead Statistician	**Duties:** • Provides expert statistical analysis in support of program evaluation, other evidence-building projects/activities, performance measurement and/or strategic planning for

Evidence-Building and Evaluation IDIQ Labor Categories	Description
• Senior Statistical Analyst • Senior Statistical Scientist	public health and high technology programs, concept development and requirements analysis. • Develops analytic plans/approaches, including outcomes and/or projections for key data points (e.g., demographic and population; financial, services, and evidence-based projections about service outcomes and system performance indicators) • Supervises conduct and implementation of data analyses. • Directs appropriate statistical testing to benchmark data against existing data sets. • Gathers evaluation and/or evidence-building (e.g., policy analysis) findings in a manner that conforms to methodological standards compatible with research published and/or presented in peer-reviewed journals, articles, and professional meetings. • Directs performance of data preparation, transformation, formatting, merging, and other calculations on raw data to prepare it for analysis. • Supervises use of software such as SAS, SPSS, Stata, R, NVivo, or other tools to develop statistical models and calculate statistics on quantitative and/or qualitative data. • Supervises use of software such as SAS, SPSS, Stata, R, or other tools to develop statistical models and calculates statistics for use with quantitative data. • Supervises use of software such as NVivo, Dedoose or other tools/techniques (e.g., triangulation from different data sources; coding) to develop content, thematic, or other qualitative analyses, along with models for use with qualitative data. • Uses statistical expertise to identify and propose appropriate and rigorous statistical techniques. • Develops or applies mathematical or statistical theory and methods (e.g., calculation of sample size; power calculations, etc.) to collect, organize, interpret, and summarize quantitative data to provide usable information. • Supervises assembly of data dictionaries and code books for primary and/or secondary data sources that are used in health and/or public health evaluation or policy analysis studies and is subsequently transmitted to the government • Maintains up to date knowledge of and training in most current statistical and analytic methodologies, techniques, technical skills, abilities, strategies and tools (e.g., analytic software).

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	Relevant Experience: • A minimum of ten (10) years of experience working on projects providing statistical analysis support related to program evaluation, performance measurement and/or strategic planning for public health and high technology programs, concept development and requirements analysis. **Education:** • A minimum of a master's degree from an accredited college or university in statistics, public health, epidemiology, or biostatistics
Statistical Personnel: • Statistician • Statistical Analyst • Statistical Scientist	**Duties:** • Provides statistical analysis in support of program evaluation, evidence-building activities, performance measurement and/or strategic planning for public health and high technology programs, concept development and requirements analysis. • Develops analyses, outcomes and/or projections for key data points (e.g., demographic and population; financial, services, and evidence-based projections about service outcomes and system performance indicators) • Runs appropriate statistical test to benchmark data against existing data sets. • Gathers evaluation and/or policy analysis findings in a manner that conforms to methodological standards compatible with research published and/or presented in peer-reviewed journals, articles, and professional meetings. • Performs data preparation, transformation, formatting, merging, and other calculations on raw data to prepare it for analysis. • Uses software such as SAS, SPSS, Stata, R, NVivo, or other tools to develop statistical models and calculate statistics on quantitative and/or qualitative data. • Uses software such as SAS, SPSS, Stata, R, or other tools to develop statistical models and calculates statistics for use with quantitative data. • Uses software such as NVivo, Dedoose or other tools/techniques (e.g., triangulation from different data sources; coding) to develop content, thematic, or other qualitative analyses, along with models for use with qualitative data. • Uses statistical expertise to identify and propose appropriate and rigorous statistical techniques. • Develops or applies mathematical or statistical theory and

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	methods (e.g., calculation of sample size; power calculations, etc.) to collect, organize, interpret, and summarize quantitative data to provide usable information. • Assembles and/or assists in assembling data dictionaries and code books for primary and/or secondary data sources that are used in health and/or public health evaluation or policy analysis studies and is subsequently transmitted to the government • Maintains up to date knowledge of and training in most current statistical and analytic methodologies, techniques, technical skills, abilities, strategies and tools (e.g., analytic software). **Relevant Experience:** • A minimum of three (3) years of experience working on projects providing statistical analysis support related to program evaluation, performance measurement and/or strategic planning for public health and high technology programs, concept development and requirements analysis. **Education:** • A minimum of a bachelor's degree from an accredited college or university in statistics, public health, epidemiology or biostatistics - master's level degree/experience preferred.
Senior Subject Matter Expert (SME)	**Duties:** • Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. • Performs a variety of work to evaluate and apply new methodologies for problem-resolution while ensuring compliance with organizational requirements. • Assesses financial operations (e.g., Enterprise risk management and internal controls), identifies risks and challenges, and makes best-practices recommendations to management. • Analyzes agency needs to determine functional requirements, performs functional allocation to identify required tasks and their interrelationships. • Develops recommendations for organizational process changes to include new solutions and new technologies. **Relevant Experience:** • Accumulation of great knowledge in a particular field or topic and this level of knowledge is demonstrated by the

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	person's degree, licensure, and/or through years of professional experience with the subject. • Specialized knowledge in a specific area such as analytical thinking, leadership, managerial skills, networking, excellent presentation and writing skills, and computer competences developed through years of on-the-job experience and education in their field. **Education:** • Advanced degree at a doctoral level (preferred) or a minimum of master's degree from an accredited college or university. • Equivalent experience, training and certification in SME's area of expertise/relevant field or related discipline may be acceptable alternatives.
Subject Matter Expert (SME)	**Duties:** • Provides technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, and implementation advice on moderately complex problems that require an appropriate level of knowledge of the subject matter for effective implementation. • Applies principles, methods, and knowledge of the functional area of capability to specific task order requirements to arrive at solutions. • Assists others with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts. • Performs a variety of work to evaluate and apply new methodologies for problem-resolution while ensuring compliance with organizational requirements. • Develops recommendations for organizational process changes to include new solutions. • Analyzes user needs to determine requirements and define problems and develop plans and requirements in the subject matter area for moderately complex to complex systems. • Performs functional allocation to identify required tasks and their interrelationships. • Performs a variety of work to evaluate and apply new methodologies for problem-resolution while ensuring compliance with organizational requirements. • Develops recommendations for organizational process changes to include new solutions.

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• Performs a variety of work to evaluate and apply new methodologies for problem-resolution while ensuring compliance with organizational requirements. • Assesses financial operations (e.g., Enterprise risk management and internal controls), identifies risks and challenges, and makes best-practices recommendations to management. • Analyzes agency needs to determine functional requirements, performs functional allocation to identify required tasks and their interrelationships. • Develops recommendations for organizational process changes to include new solutions and new technologies. **Relevant Experience:** • Accumulation of great knowledge in a particular field or topic and this level of knowledge is demonstrated by the person's degree, licensure, and/or through years of professional experience with the subject • Specialized knowledge in a specific area such as analytical thinking, leadership, managerial skills, networking, excellent presentation and writing skills, and computer competences developed through years of on-the-job experience and education in their field. **Education:** • Advanced degree at minimum of master's degree from an accredited college or university and additional training/certification in SME's area of expertise. • Equivalent experience, training and certification in SME's area of expertise/relevant field or related discipline may be acceptable alternatives.
Senior Survey Personnel: • Senior Survey Methodologist • Senior Survey Researcher • Senior Social Scientist	**Duties:** • Direct planning, development, or conduct of surveys and associated research studies, including determination of survey objectives and/or testing of suggested question wording. • Supervises analysis and interpretation of the meaning of survey data. • Supervises questionnaire design, testing and implementation by survey teams. • Recommends methodology and sampling strategy (including complex survey design considerations as appropriate); calculates sample size and other relevant statistics to ensure scientific integrity, reliability, and confidence.

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• Trains staff to collect and analyze quantitative and qualitative data. • Supervises data preparation, transformation, formatting, merging, and other calculations on raw data to prepare it for analysis. • Directs use of software such as SAS, SPSS, Stata, R, or other tools to develop statistical models and calculates statistics for use with quantitative data. • Directs use of software such as NVivo, Dedoose or other tools/techniques (e.g., triangulation from different data sources; coding) to develop content, thematic, or other qualitative analyses, along with models for use with qualitative data. • Translates statistical output into understandable formats. • Supervises assembly of data dictionaries and code books for primary and/or secondary data sources that are used in health and/or public health evaluation and/or other evidence-building studies (e.g., policy analysis) studies. • Maintains up to date knowledge of and training in most current survey, statistical and analytic methodologies, techniques, technical skills, abilities, strategies and tools (e.g., analytic software). **Relevant Experience:** • A minimum of ten (10) years of experience working on projects involving program evaluation, evidence-building studies (e.g., policy analysis), and/or survey methodology including at least one (1) year directly related to health/public health programs/issues. **Education:** • A minimum of a master's degree from an accredited college or university in biostatistics, survey methods, public health or related field.an
Survey Personnel: • Survey Methodologist • Survey Researcher • Social Scientist	**Duties:** • Plan, develop, or conduct surveys and research studies. • Analyze and interpret the meaning of survey data, determine survey objectives, or suggest or test question wording. • Design, test and implement survey questionnaires as member of survey team. • Recommends methodology and sampling strategy (including complex survey design considerations as appropriate); calculates sample size and other relevant statistics to ensure scientific integrity, reliability, and

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	confidence.
	• Collects and analyzes quantitative and qualitative data.
	• Performs data preparation, transformation, formatting, merging, and other calculations on raw data to prepare it for analysis.
	• Uses software such as SAS, SPSS, Stata, R, or other tools to develop statistical models and calculates statistics for use with quantitative data.
	• Uses software such as NVivo, Dedoose or other tools/techniques (e.g., triangulation from different data sources; coding) to develop content, thematic, or other qualitative analyses, along with models for use with qualitative data.
	• Translates statistical output into understandable formats.
	• Assembles and/or assists in assembling data dictionaries and code books for primary and/or secondary data sources that are used in health and/or public health evaluation or policy analysis studies and is subsequently transmitted to the government
	• Maintains up to date knowledge of and training in most current survey, statistical and analytic methodologies, techniques, technical skills, abilities, strategies and tools (e.g., analytic software).
	Relevant Experience:
	• A minimum of three (3) years of experience working on projects involving program evaluation, other evidence-building projects (e.g., policy analysis) and/or survey methodology, including at least one (1) year directly related to health/public health programs/issues.
	Education:
	• A minimum of a bachelor's degree from an accredited college or university in biostatistics, survey methods, public health or related field.
Senior Economic Personnel: • Senior Economist • Senior Health Economist	**Duties:** • Supervises conduct of research, preparation of reports, and/or formulation of plans to address economic problems related to the production, delivery, and distribution of health and/or public health related training and services or relevant budgetary and policy related decision making. • Directs collection and processing of economic and statistical data using sampling techniques and econometric methods.

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• Supervises application of advanced econometrical or health economics modeling techniques and knowledge to develop, adapt, or modify evaluation and/or evidence-building (e.g., policy analysis) strategies. • Gathers evaluation, policy analysis, cost and/or value related findings in a manner that conforms to methodological standards compatible with research published and/or presented in peer-reviewed journals, articles, and professional meetings. • Directs key health economics or cost related evaluation and/or other evidence-building analyses that require considerable experience in modeling and statistical analysis. • Supervises a variety of evaluation and/or evidence-building analysis related tasks such as conducting literature reviews; troubleshooting methodological and logistical issues; suggesting alternative approaches; developing, revising (as needed) and executing detailed and extensive analyses; and interpreting and summarizing results. • Directs a variety of cost and value related analyses, including return on investment (ROI), cost benefit analysis, cost effectiveness studies and public value statements. • Develops risk management strategies for monitoring the effectiveness of risk mitigation efforts. • Maintains up to date knowledge of and training in most current economic and econometric methodologies, technical skills, abilities, strategies, and tools (e.g., analytic software) relevant to health, health care, public health and related fields. **Relevant Experience:** • A minimum of ten (10) years of experience working on projects involving program evaluation, research and/or other evidence-building activities (e.g., policy analysis) with economics modeling or cost related aspects, including at least one (1) year directly related to health/public health programs/issues. **Education:** • A minimum of a master's level degree in health economics, public economics, economics, or other related field from an accredited college or university. Doctorate preferred.
Economic Personnel: • Economist • Health Economist	**Duties:** • Conducts research, prepare reports, or formulate plans to address economic problems related to the production and distribution of goods and services or monetary and fiscal

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	policy.
	• Collects and processes economic and statistical data using sampling techniques and econometric methods.
	• Applies advanced econometrical or health economics modeling techniques and knowledge to develop, adapt, or modify evaluation and policy analysis strategies with minimal technical supervision.
	• Gathers evaluation, policy analysis, cost and/or value related findings in a manner that conforms to methodological standards compatible with research published and/or presented in peer-reviewed journals, articles, and professional meetings.
	• Conducts key health economics or cost related evaluation and/or policy analyses that require considerable experience in modeling and statistical analysis.
	• Performs a variety of evaluation and policy analysis related tasks such as conducting literature reviews; troubleshooting methodological and logistical issues; suggesting alternative approaches; developing, revising (as needed) and executing detailed and extensive analyses; and interpreting and summarizing results.
	• Performs a variety of cost and value related analyses, including return on investment (ROI), cost benefit analysis, cost effectiveness studies and public value statements.
	• Develops risk management strategies for monitoring the effectiveness of risk mitigation efforts.
	• Maintains up to date knowledge of and training in most current economic and econometric methodologies, technical skills, abilities, strategies, and tools (e.g., analytic software) relevant to health, health care, public health and related fields.
	Relevant Experience:
	• A minimum of three (3) years of experience working on projects involving program evaluation, research and/or other evidence-building activities (e.g., policy analysis) with economics modeling or cost related aspects, including at least one (1) year directly related to health/public health programs/issues.
	Education:
	• A minimum of a bachelor's degree from an accredited college or university or higher in health economics, public economics, economics, or other related field. Master's degree preferred.

Evidence-Building and Evaluation IDIQ Labor Categories	Description
Senior Research Personnel: • Senior Research • Analyst • Senior Policy Analyst • Senior Researcher • Lead Research Analyst • Lead Researcher	**Duties:** • Leads design of and serves as senior technical advisor on evaluation and other evidence-building projects. • Provides strategic guidance in areas of formulating requirements, analyzing project proposals, recommending optimum approaches, and developing system design. • Formulates specifications for developers to use in producing product deliverables. • Plans, organizes, and conducts research in support of an evaluation and/or other evidence-building related study (e.g., policy analysis; policy research initiative). • Directs evaluation of organizational risk management practices (e.g., identifying and assessing potential risks to organization's objectives, analysis of internal and external factors, review of control mechanisms) and development of recommendations for mitigating identified risks. • Supervises the gathering of evaluation and/or other evidence-building analysis findings in a manner that conforms to methodological standards compatible with research published and/or presented in peer-reviewed journals, articles, and professional meetings. • Trains and supervises staff in obtaining evidence (e.g., administrative data, statistical data, program data) through existing or newly developed data collection strategies • Directs staff in searching sources such as reference works, literature, documents, newspapers, statistical records, and other sources of information and data. • Oversees use of surveys, cost-benefit analyses, focus groups, interviews, and other evidence-building tools to assess or predict outcomes of policy proposals • Supervises analysis of information and statistical data to prepare reports and studies for use by professionals. • Directs staff in use software such as SAS, SPSS, Stata, R, or other tools to develop statistical models and calculates statistics for use with quantitative data. • Directs staff in use of software such as NVivo, Dedoose or other tools/techniques (e.g., triangulation from different data sources; coding) to develop content, thematic, or other qualitative analyses, along with models for use with qualitative data. • Oversees analysis of effect of various policy proposals on program success • Directs evaluation of effectiveness of policies as well as

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• unintended consequences • Supervises assembly of dictionaries and code books for primary and/or secondary data sources that are used in health and/or public health evaluation and/or other evidence-building (e.g., policy analysis) studies and are subsequently transmitted to the government • Maintains up to date knowledge of and training in most current evaluation and evidence-based research methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). **Relevant Experience:** • A minimum of ten (10) years of experience working on projects involving program evaluation and/or policy analysis, including at least three (3) years directly related to health/public health programs/issues. • A minimum of four (4) years of supervisory responsibility. **Education:** • A minimum of a master's degree from an accredited college or university in public health or related field.
Research Personnel: • Research Analyst • Policy Analyst • Researcher	**Duties:** • Plans, organizes, and conducts research in a variety of areas, such as new or existing products, science, social science, law or business, etc. in support of an evaluation or evaluation related study or policy research initiative. • Evaluates organizational risk management practices (e.g., identifying and assessing potential risks to organization's objectives, analysis of internal and external factors, review of control mechanisms) and assists in development of recommendations for mitigating identified risks • Gathers evaluation and/or policy analysis findings in a manner that conforms to methodological standards compatible with research published and/or presented in peer-reviewed journals, articles, and professional meetings. • Searches sources such as reference works, literature, documents, newspapers, statistical records, and other sources of information and data. • Analyzes information and statistical data to prepare reports and studies for use by professionals. • Gathers evidence (administrative data, statistical data, program data) through existing or newly developed data collection strategies • Analyzes the effect of various policy proposals on program success

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• Uses surveys, cost-benefit analyses, focus groups, interviews, and other evidence-building tools to assess or predict outcomes of policy proposals • Evaluates effectiveness of policies as well as unintended consequences • Uses software such as SAS, SPSS, Stata, R, or other tools to develop statistical models and calculates statistics for use with quantitative data. • Uses software such as NVivo, Dedoose or other tools/techniques (e.g., triangulation from different data sources; coding) to develop content, thematic, or other qualitative analyses, along with models for use with qualitative data. • Assembles and/or assists in assembling data dictionaries and code books for primary and/or secondary data sources that are used in health and/or public health evaluation or policy analysis studies and is subsequently transmitted to the government. • Maintains up to date knowledge of and training in most current evaluation and evidence-based research methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). **Relevant Experience:** • A minimum of three (3) years of experience working on projects involving program evaluation and/or policy analysis, including at least one (1) year directly related to health/public health programs/issues. **Education:** • A minimum of a bachelor's degree from an accredited college or university in public health or related field.
Junior Research Personnel: • Junior Research Analyst • Research Assistant	**Duties:** • Gathers evaluation and/or policy analysis findings in a manner that conforms to methodological standards compatible with research published and/or presented in peer-reviewed journals, articles, and professional meetings. • Evaluates organizational risk management practices (e.g., identifying and assessing potential risks to organization's objectives, analysis of internal and external factors, review of control mechanisms) and assists in development of recommendations for mitigating identified risks. • Searches sources such as reference works, literature, documents, newspapers, statistical records, and other sources of information and data.

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• Analyzes information and statistical data to prepare reports and studies for use by professionals.
	• Provides support in primary and secondary data collection, data entry, development of analysis files, preliminary data analyses, and draft reports of findings.
	• Uses software such as SAS, SPSS, Stata, R, or other tools to develop statistical models and calculates statistics for use with quantitative data.
	• Uses software such as NVivo, Dedoose or other tools/techniques (e.g., triangulation from different data sources; coding) to develop content, thematic, or other qualitative analyses, along with models for use with qualitative data.
	• Assembles and/or assists in assembling data dictionaries and code books for primary and/or secondary data sources that are used in health and/or public health evaluation or policy analysis studies and is subsequently transmitted to the government
	• Maintains up to date knowledge of and training in most current evaluation and evidence-based research methodologies, technical skills, abilities, strategies and tools (e.g., analytic software).
	Relevant Experience:
	• Up to three (3) years of experience working on projects involving program evaluation and/or policy analysis, including at least one (1) year directly related to health/public health programs/issues.
	Education:
	• A minimum of a bachelor's degree from an accredited college or university in public health or related field.
Senior Data Analysis and Visualization Personnel: • Senior Data Analyst • Senior Data Visualization Engineer • Senior Data Visualization Specialist	**Duties:** • Researches and develops statistical models for evaluation and/or other evidence-building related data analysis. • Collaborates with others to understand business needs and data requirements and conceptualizes possible solutions and approaches. • Identifies and directs implementation of statistical methodologies for specific studies or analyses. • Supervises performance of data preparation, transformation, formatting, merging, and other manipulations on raw data to prepare it for analysis. • Oversees use of software such as SAS, SPSS, Stata, R, or other tools to develop statistical models and calculates

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	statistics for use with quantitative data.
	• Oversees use of software such as NVivo, Dedoose or other tools/techniques (e.g., triangulation from different data sources; coding) to develop content, thematic, or other qualitative analyses, along with models for use with qualitative data.
	• Communicates evaluation and/or other evidence-building (e.g., policy analysis) related results to key decision makers.
	• Directs use of most currently/readily available software (e.g., Tableau, PowerBI) and/or other tools to develop mock-ups or prototypes of dashboards, reports, charts, graphs, tables, maps, and other data visualizations in ways that clearly communicate the story of the data.
	• Supervises assembly of data dictionaries and code books for primary and/or secondary data sources that are used in health and/or public health evaluation and/or other evidence-building (e.g., policy analysis) studies and are subsequently transmitted to the government.
	• Develops models and ad hoc reports, sharing observations and recommendations with senior data management executives and stakeholders for further consideration.
	• Maintains up to date knowledge of and current training/certification in most current data analysis and visualization methodologies, technical skills, abilities, strategies, and tools (e.g., analytic software), in particular those used with evaluation and/or other evidence-building studies/projects.
	Relevant Experience:
	• A minimum of ten (10) years of experience working on projects involving program evaluation and/or other evidence-building data analysis and visualization (communication) of results.
	• At least three (3) years' experience in data analysis and visualization for evaluation and/or other evidence-building projects directly related to health/public health programs/issues.
	• Demonstrate skills in SQL server reporting services, Salesforce, analysis services, Tableau, or any other visualization tools.
	Education:
	• A minimum of a master's degree from an accredited college or university in public health, data science, information technology, economics, statistics, biostatistics, applied

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	math, or related field. Course work in communication, translation of analytic findings, health, public health and/or related field preferred. • Desirable certifications: Professional Business Analysis (PBA), Agile Analysis Certification (AAC), Certified Business Analysis Professional (CBAP)
Data Analysis and Visualization Personnel: • Data Analyst • Data Visualization Engineer • Data Visualization Specialist	**Duties:** • Researches and develops statistical models for evaluation and policy related data analysis. • Collaborates with others to understand business needs and data requirements and conceptualizes possible solutions and approaches. • Implements statistical methodologies for specific studies or analyses. • Performs data preparation, transformation, formatting, merging, and other manipulations on raw data to prepare it for analysis. • Uses software such as SAS, SPSS, Stata, R, or other tools to develop statistical models and calculates statistics for use with quantitative data. • Uses software such as NVivo, Dedoose or other tools/techniques (e.g., triangulation from different data sources; coding) to develop content, thematic, or other qualitative analyses, along with models for use with qualitative data. • Communicates evaluation and other evidence-building (e.g., policy) related results to key decision makers. • Uses most currently/readily available software (e.g., Tableau, PowerBI) and/or other tools to develop mock-ups or prototypes of dashboards, reports, charts, graphs, tables, maps, and other data visualizations in ways that clearly communicate the story of the data. • Assembles and/or assists in assembling data dictionaries and code books for primary and/or secondary data sources that are used in health and/or public health evaluation and/or other evidence-building (e.g., policy analysis) studies and are subsequently transmitted to the government. • Maintains up to date knowledge of and current training/certification in most current data analysis and visualization methodologies, technical skills, abilities, strategies, and tools (e.g., analytic software), in particular those used with evaluation and/or other evidence-building studies/projects.

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	Relevant Experience: • A minimum of three (3) years of experience working on projects involving program evaluation and/or other evidence-building data analysis and visualization (communication) of results. • At least one (1) years' experience in data analysis and visualization for evaluation and/or other evidence-building projects directly related to health/public health programs/issues. • Demonstrate skills in SQL server reporting services, Salesforce, analysis services, Tableau, or any other visualization tools. **Education:** • A minimum of a bachelor's degree from an accredited college or university in public health, data science, information technology, economics, statistics, biostatistics, applied math, or related field. Course work in communication, translation of analytic findings, health, public health and/or related field preferred. • Desirable certifications: Professional Business Analysis (PBA), Agile Analysis Certification (AAC), Certified Business Analysis Professional (CBAP
Junior Data Analysis and Visualization Personnel: • Junior Data Analyst • Junior Data Visualization Engineer • Junior Data Visualization Specialist	**Duties:** • Researches and develops statistical models for evaluation and policy related data analysis. • Collaborates with others to understand business needs and data requirements and conceptualizes possible solutions and approaches. • Implements statistical methodologies for specific studies or analyses. • Performs data preparation, transformation, formatting, merging, and other manipulations on raw data to prepare it for analysis. • Uses software such as SAS, SPSS, Stata, R, or other tools to develop statistical models and calculates statistics for use with quantitative data. • Uses software such as NVivo, Dedoose or other tools/techniques (e.g., triangulation from different data sources; coding) to develop content, thematic, or other qualitative analyses, along with models for use with qualitative data. • Communicates evaluation and/or other evidence-building (e.g., policy) related results to key decision makers.

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• Uses most currently/readily available software (e.g., Tableau, PowerBI) and/or other tools to develop mock-ups or prototypes of dashboards, reports, charts, graphs, tables, maps, and other data visualizations in ways that clearly communicate the story of the data. • Assembles and/or assists in assembling data dictionaries and code books for primary and/or secondary data sources that are used in health and/or public health evaluation and/or other evidence-building (e.g., policy analysis) studies and are subsequently transmitted to the government. • Maintains up to date knowledge of and current training/certification in most current data analysis and visualization methodologies, technical skills, abilities, strategies, and tools (e.g., analytic software), in particular those used with evaluation and/or other evidence-building studies/projects. **Relevant Experience:** • Up to three (3) years of experience and training that provides the required knowledge, skills, and abilities to successfully complete identified position duties. A minimum of one (1) year's experience required. • At least one (1) years' experience in data analysis and visualization for evaluation and/or other evidence-building projects directly related to health/public health programs/issues preferred. • Demonstrate skills in SQL server reporting services, Salesforce, analysis services, Tableau, or any other visualization tools. **Education:** • A minimum of a bachelor's degree from an accredited college or university in public health, data science, information technology, economics, statistics, biostatistics, applied math, or related field. Course work in communication, translation of analytic findings, health, public health and/or related field preferred. • Certification and/or evidence of working toward following certifications preferred: Professional Business Analysis (PBA), Agile Analysis Certification (AAC), Certified Business Analysis Professional (CBAP).
Senior Data Scientist	**Duties:** • Directs, manages, designs and leads variety of data optimization, collection and analysis projects related to evaluation and/or other evidence-building activities.

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• Has current knowledge of relevant data sources for health and public health related evaluation, other evidence-building and data optimization projects.
	• Trains staff for collection of quantitative and qualitative primary data, including chart abstraction, surveys, interviews, focus groups, and review of secondary data sources.
	• Supervises data mining and/or extraction of usable data from valuable data sources
	• Directs staff to use machine learning tools to select features, create and optimize classifiers
	• Oversees preprocessing of structured and unstructured data
	• Designs and oversees implementation of enhanced data collection procedures to include all relevant information for developing analytic systems
	• Directs processing, cleaning and validatig the integrity of data to be used for analysis
	• Supervises analysis of large amounts of information to find patterns and solutions
	• Develops prediction systems and machine learning algorithms
	• Presents results in a clear manner to stakeholders and other interested parties
	• Proposes solutions and strategies to tackle business challenges
	• Collaborates with program and information technology teams as needed
	• Oversees use of software such as SAS, SPSS, Stata, R, or other tools to develop statistical models and calculates statistics for use with quantitative data.
	• Oversees use of software such as NVivo, Dedoose or other tools/techniques (e.g., triangulation from different data sources; coding) to develop content, thematic, or other qualitative analyses, along with models for use with qualitative data.
	• Directs assembly of data dictionaries and code books for primary and/or secondary data sources that are used in health and/or public health evaluation and/or other evidence-building (e.g., policy analysis) studies and are subsequently transmitted to the government
	• Directs preparation of data use agreements, data purchases and other associated activities related to acquisition of

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	secondary data sources • Maintains up to date knowledge of and training in most current data optimization, collection, analysis and other related methodologies, technical skills, abilities, strategies, and tools (e.g., analytic software) **Relevant Experience:** • A minimum of ten (10) years of experience working on research and analysis projects, including data optimization, related to program evaluation and/or other evidence-building studies/activities. • At least three (3) years of experience working with Federal government data and other systems and/or processes directly related to health/public health programs/issues. **Education:** • A minimum of a master's degree from an accredited college or university in data science, information technology, economics, statistics, biostatistics, applied math, or related field. Course work in public health and/or related field preferred.
Data Scientist	**Duties:** • Performs data mining or extract usable data from valuable data sources • Uses machine learning tools to select features, create and optimize classifiers • Carries out preprocessing of structured and unstructured data • Enhances data collection procedures to include all relevant information for developing analytic systems • Processes, cleans, and validates the integrity of data to be used for analysis • Analyzes large amounts of information to find patterns and solutions • Develops prediction systems and machine learning algorithms • Presents results in a clear manner • Proposes solutions and strategies to tackle business challenges • Collaborates with program and information technology teams as needed • Uses software such as SAS, SPSS, Stata, R, or other tools to develop statistical models and calculates statistics for use with quantitative data.

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• Uses software such as NVivo, Dedoose or other tools/techniques (e.g., triangulation from different data sources; coding) to develop content, thematic, or other qualitative analyses, along with models for use with qualitative data. • Directs preparation of data use agreements, data purchases and other associated activities related to acquisition of secondary data sources • Assembles and/or assists in assembling data dictionaries and code books for primary and/or secondary data sources that are used in health and/or public health evaluation and/or other evidence-building (e.g., policy analysis) studies and are subsequently transmitted to the government • Maintains up to date knowledge of and training in most current data optimization, collection, analysis and other related methodologies, technical skills, abilities, strategies, and tools (e.g., analytic software). **Relevant Experience:** • A minimum of three (3) years of experience working on research and analysis projects, including data optimization, related to program evaluation and/or other evidence-building studies/activities. • At least one (1) year of experience working with data systems, assets, and/or processes directly related to health/public health programs/issues. **Education:** • A minimum of a bachelor's degree from an accredited college or university in data science, information technology, economics, statistics, biostatistics, applied math, or related field. Course work in public health and/or related field preferred.
Junior Data Scientist	**Duties:** • Performs data mining or extract usable data from valuable data sources • Uses machine learning tools to select features, create and optimize classifiers • Carries out preprocessing of structured and unstructured data • Enhances data collection procedures to include all relevant information for developing analytic systems • Processes, cleans, and validates the integrity of data to be used for analysis

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• Analyzes large amounts of information to find patterns and solutions • Develops prediction systems and machine learning algorithms • Presents results in a clear manner • Proposes solutions and strategies to tackle business challenges • Collaborates with program and information technology teams as needed • Uses software such as SAS, SPSS, Stata, R, or other tools to develop statistical models and calculates statistics for use with quantitative data. • Uses software such as NVivo, Dedoose or other tools/techniques (e.g., triangulation from different data sources; coding) to develop content, thematic, or other qualitative analyses, along with models for use with qualitative data. • Assembles and/or assists in assembling data dictionaries and code books for primary and/or secondary data sources that are used in health and/or public health evaluation and/or other evidence-building (e.g., policy analysis) studies and are subsequently transmitted to the government • Maintains up to date knowledge of and training in most current data optimization, collection, analysis and other related methodologies, technical skills, abilities, strategies, and tools (e.g., analytic software). **Relevant Experience:** • Up to three (3) years of experience and training that provides the required knowledge, skills, and abilities necessary for successful execution of specified position duties. • Basic statistical and computer science skills required. **Education:** • A minimum of a relevant bachelor's degree from an accredited college or university - public health or related field degree/experience/coursework preferred.
Informatics Personnel: • Informatic Specialist • Bioinformatician • Informatician	**Duties:** • Provides high level expertise in the application of technology to areas of interest to government health organizations including Medical Informatics or Public Health Informatics; statistics, bio-statistics, mathematics; specific tools and data resources relevant to the federal health mission including SAS, Epi Info, natural language

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	processing (NLP) for machine learning etc.; applying sound quantitative data and methods to support deployment of resources for massive public health surveillance, prevention and intervention campaigns and related health activities. • Provides expertise across a wide variety of IT areas as applied to health and public health, including information retrieval technology, decision science, web technology, data mining, expert systems, networking, public health science, and education. • Provides expertise in the integration of a variety of heterogeneous public health information systems and databases the sharing and dissemination of public health information; in the interaction of information security technology and the requirements for privacy and confidentiality of public health data; in the application of the HIPAA regulations to the use of information technology in public health; in new areas of interest to public health including the information available from managed care organizations. • Provides highly technical and specialized solutions to complex imaging (e.g., the application of advanced scientific visualization technology to public health science and practice) problems. • Maintains up to date knowledge of and training in most current evaluation and evidence-based methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). • Performs analyses, studies, and reports related to imaging (e.g., the application of advanced scientific visualization technology to public health science and practice). **Relevant Experience:** • A minimum of three (3) years of experience working on projects involving program evaluation and/or policy analysis, including at least one (1) year directly related to health/public health programs/issues. **Education:** • A minimum of a relevant bachelor's degree from an accredited college or university - public health or related field degree/experience/coursework preferred.
Senior Modeling and Simulation Specialist	**Duties:** • Specifies, designs, develops, implements, and supports projects that focus on dynamic or static modeling and simulation.

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• Provides expertise in the application of modeling and simulation to design, engineering analysis, and control applications. • Provides research, analyses, studies, testing, prototyping and assessments of advanced phases of analysis for advanced computing and development; advanced sensors; and development of strategies, and recommendations for advancing our customer's research portfolio • Provides modeling and simulation for big data analytics and algorithmic development. • Develops innovative research and proof of concept prototypes yielding technical breakthroughs in areas such as non-software cyber threat detection and mitigation techniques, stealth communications, pattern recognition, and signal processing within electronic and optical domains. • Provides supervision and guidance on the proper operation and use of simulation models and exercises. • Maintains up to date knowledge of and training in most current evaluation and evidence-based methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). • Supports live, constructive, or virtual training. **Relevant Experience:** • At least ten (10) years of experience working on projects involving modeling and simulation techniques, including at least one (1) year directly related to health/public health programs/issues. **Education:** • A minimum of a relevant master's or Ph.D. degree from an accredited college or university - public health, systems engineering, statistical analysis, or computer science, or related field degree/experience/coursework preferred.
Modeling and Simulation Specialist	**Duties:** • Specifies, designs, develops, implements, and supports projects that focus on dynamic or static modeling and simulation. • Provides expertise in the application of modeling and simulation to design, engineering analysis, and control applications. • Provides research, analyses, studies, testing, prototyping and assessments of advanced phases of analysis for advanced computing and development; advanced sensors; and development of strategies, and recommendations for

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	advancing our customer's research portfolio • Provides modeling and simulation for big data analytics and algorithmic development. • Develops innovative research and proof of concept prototypes yielding technical breakthroughs in areas such as non-software cyber threat detection and mitigation techniques, stealth communications, pattern recognition, and signal processing within electronic and optical domains. • Provides supervision and guidance on the proper operation and use of simulation models and exercises. • Supports live, constructive, or virtual training. • Maintains up to date knowledge of and training in most current evaluation and evidence-based methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). **Relevant Experience:** • Up to three (3) years of experience working on projects involving modeling and simulation techniques, including at least one (1) year directly related to health/public health programs/issues. **Education:** • A minimum of a relevant bachelor's degree from an accredited college or university - public health, systems engineering, statistical analysis, or computer science, or related field degree/experience/coursework preferred.
Senior Database Management Specialist	**Duties:** • Manages the development of database projects. • Plans and budgets staff and database resources. • Allocates resources to maximize benefits. • Prepares and delivers presentations on database management systems concepts. • Provides daily supervision and direction to support staff. • Applies extensive knowledge of relational database environment. • Maintains up to date knowledge of and training in most current evaluation and evidence-based methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). • Ensures that all Federal government technical and security specifications and requirements are adhered to. **Relevant Experience:**

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• A minimum of ten (10) years relevant experience and training that provides the required knowledge, skills, and abilities. • At least three (3) years' experience in working in database management for public health or health-related field. • At least three (3) years of experience in database administration, database architecture, or information technology. **Education:** • A master's degree in computer and information technology or a related field. • Completion of relevant industry-specific certifications.
Database Management Specialist	**Duties:** • Provides highly technical expertise in the use of database management systems. • Evaluates and recommends available database management systems products to support validated user requirements. • Defines file organization, indexing methods, and security procedures for specific user applications. • Tests and assists in the implementation of changes or new database designs. • Monitors database usage and statistics. • Applies knowledge of relational database environment. • Maintains up to date knowledge of and training in most current evaluation and evidence-based methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). • Assists to ensure that all Federal government technical and security specifications and requirements are adhered to. **Relevant Experience:** • A minimum of three (3) years relevant experience and training that provides the required knowledge, skills, and abilities. • Experience working in database management for public health or health-related field preferred. **Education:** • A bachelor's degree in computer and information technology or related field required. • Completion of relevant industry-specific certifications.
Junior Database Management Specialist	**Duties:** • Provides administrative support specifically dedicated to the requirements of the project team.

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• Performs data entry, queries data research and reports generation activities. • Maintains up to date knowledge of and training in most current evaluation and evidence-based methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). • Applies knowledge of relational database environment. **Relevant Experience:** • Up to three (3) years relevant experience and training that provides the required knowledge, skills, and abilities. **Education:** • A minimum of an associate degree and relevant certifications required.
Senior Information Technology Specialist	**Duties:** • Provides administrative support for activities pertaining to software applications utilizing commercial database management systems. Includes: user administration, data gathering, data retrieval, and manipulations. • Reviews computer systems in terms of machine capabilities and man-machine interface. • Prepares reports and studies concerning hardware. • Prepares functional requirements and specifications. • Maintains up to date knowledge of and training in most current methodologies, technical skills, abilities, strategies and tools relevant to information technology. • Troubleshoots issues with software, hardware, and network and provides solutions. **Relevant Experience:** • A minimum of ten (10) years relevant experience and training that provides the necessary knowledge, skills, and abilities to successfully perform required position duties. **Education:** • Minimum of master's degree in computer science and information technology or related field.
Information Technology Specialist	**Duties:** • Provides administrative support for activities pertaining to software applications utilizing commercial database management systems. Includes: user administration, data gathering, data retrieval, and manipulations. • Reviews computer systems in terms of machine capabilities and man-machine interface. • Prepares reports and studies concerning hardware.

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• Prepares functional requirements and specifications. • Troubleshoots issues with software, hardware, and network and provides solutions. • Maintains up to date knowledge of and training in most current evaluation and evidence-based methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). **Relevant Experience:** • A minimum of three (3) years relevant experience and training that provides the required knowledge, skills, and abilities **Education:** • Minimum of bachelor's degree in computer science and information technology or related field. • Technical courses in software and hardware installations, operating systems, spreadsheet applications, troubleshooting, networking, and advanced database manipulation will be advantageous, as they provide great exposure to the candidate.
Junior Information Technology Specialist	**Duties:** • Provides administrative support for activities pertaining to software applications utilizing commercial database management systems. Includes: user administration, data gathering, data retrieval, and manipulations. • Reviews computer systems in terms of machine capabilities and man-machine interface. • Prepares reports and studies concerning hardware. • Maintains up to date knowledge of and training in most current evaluation and evidence-based methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). • Prepares functional requirements and specifications. **Relevant Experience:** • Up to three (3) years relevant experience and training that provides the required knowledge, skills, and abilities **Education:** • A bachelor's degree in computer and information technology or related field preferred. A minimum of a two-year associate degree and relevant certifications required.
Database/Systems Personnel: • Database Specialist	**Duties:** • Evaluates and recommends available database management systems products to meet user requirements.

Evidence-Building and Evaluation IDIQ Labor Categories	Description
• Systems Engineer	• Determines file organization, indexing methods, and security procedures for specific user application. • Creates databases to support evidence-building and evaluation projects. • Provides technical expertise in the use of complex applications. • Evaluates and recommends available products to support validated user requirements. • Defines file organization, indexing methods, and security procedures for specific user applications. • Provides direct support to consultants and other senior personnel. • Utilizes common industry database systems, such as Oracle, Microsoft SQL Server, Sybase, and Filemaker Pro to perform duties • Maintains up to date knowledge of and training in most current evaluation and evidence-based methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). • Assembles and/or assists in assembling data dictionaries and code books for primary and/or secondary data sources that are used in health and/or public health evaluation or policy analysis studies and is subsequently transmitted to the government **Relevant Experience:** • A minimum of three (3) years relevant experience and training that provides the required knowledge, skills, and abilities. **Education:** • A bachelor's degree in computer science, information technology, management information systems, or a related field.
Junior Database/Systems Personnel: • Junior Database Specialist • Junior Systems Engineer	**Duties:** • Evaluates and recommends available database management systems products to meet user requirements. • Determines file organization, indexing methods, and security procedures for specific user application. • Creates databases to support evidence-building and evaluation projects. • Provides technical expertise in the use of complex applications.

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• Evaluates and recommends available products to support validated user requirements. • Defines file organization, indexing methods, and security procedures for specific user applications. • Provides direct support to consultants and other senior personnel. • Maintains up to date knowledge of and training in most current evaluation and evidence-based methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). • Assembles and/or assists in assembling data dictionaries and code books for primary and/or secondary data sources that are used in health and/or public health evaluation or policy analysis studies and is subsequently transmitted to the government **Relevant Experience:** • Up to three (3) years relevant experience and training that provides the required knowledge, skills, and abilities. **Education:** • A bachelor's degree in computer science, information technology, management information systems, or a related field.
Senior Knowledge Management Personnel: • Senior Knowledge Management Specialist • Senior Knowledge Specialist	**Duties:** • Assists in the design, development, and implementation of Knowledge Management (KM) strategies. • Applies expertise in KM tools and deploys information management and content management strategies and experience. • Identifies key barriers to KM behavioral change and develops effective change management programs. • Analyzes business processes, interviews stakeholders, and evaluates strategic and IT plans to develop KM programs. • Maintains up to date knowledge of and training in most current evaluation and evidence-based methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). • Develops KM governance structures and processes for implementing KM programs and systems and provides consulting thought leadership on current best practices in KM, portal design, and intellectual capital and content management. **Relevant Experience:**

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• A minimum of ten (10) years of experience working on projects involving program evaluation and/or policy analysis, including at least three (3) years directly related to health/public health programs/issues. **Education:** • A minimum of a relevant master's degree from an accredited college or university - public health or related field degree/experience/coursework preferred.
Knowledge Management Personnel: • Knowledge Management Specialist • Knowledge Specialist	**Duties:** • Assists in the design, development, and implementation of Knowledge Management (KM) strategies. • Applies expertise in KM tools and deploys information management and content management strategies and experience. • Identifies key barriers to KM behavioral change and develops effective change management programs. • Analyzes business processes, interviews stakeholders, and evaluates strategic and IT plans to develop KM programs. • Maintains up to date knowledge of and training in most current evaluation and evidence-based methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). • Develops KM governance structures and processes for implementing KM programs and systems and provides consulting thought leadership on current best practices in KM, portal design, and intellectual capital and content management. **Relevant Experience:** • A minimum of three (3) years of experience working on projects involving program evaluation and/or policy analysis, including at least one (1) year directly related to health/public health programs/issues. **Education:** • A minimum of a relevant bachelor's degree from an accredited college or university - public health or related field degree/experience/coursework preferred.
Information Resource Management Analyst	**Duties:** • Ensures problem resolution and customer satisfaction for individual task orders. • Performs technical and administrative efforts for tasks, including review of work products for correctness, compliance with industry-accepted standards, federal government legislative and regulatory requirements and

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	user standards specified in task orders. • Maintains up to date knowledge of and training in most current evaluation and evidence-based methodologies, technical skills, abilities, strategies and tools (e.g., analytic software). • Develops requirements of IT product/service (including specifications, feasibility studies, requirement analysis, etc.) from inception to conclusion on simple to complex projects. **Relevant Experience:** • A minimum of three (3) years of experience working on projects involving program evaluation and/or policy analysis, including at least one (1) year directly related to health/public health programs/issues. • Proficient in Microsoft Excel and financial modeling • Strong analytical and problem-solving skills • Ability to work under pressure and meet deadlines **Education:** • A minimum of a relevant bachelor's degree from an accredited college or university - public health, finance, accounting, economics, or related field degree/experience/coursework preferred.
Senior Web Content Personnel: • Senior Web Content Administrator • Senior Web Developer	**Duties:** • Provides support for developing and providing Agency Web-site content that will motivate and satisfy government and civilian users' needs so that they will regularly access the site and utilize it as a major source for information, decision making and benefits delivery. • Provides support for maintaining civil service handbook and policies/procedures on the agency Web; assisting in developing agency newsletter and civilian benefits communications; recommending new and innovative web uses as well as training and educating employees on the use and benefits of using the Web. • Provides support in the location and pursuit of content and surveying internal customers to gather feedback for site improvement and enhancements. • Builds web pages using a variety of graphics software applications and web-based scripting language(s), manages and performs website editorial activities, analyzes complex technical problems, develops, and renders solutions, develops site content, aids in all web projects involving desktop publishing and website design and development. **Relevant Experience:**

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• A minimum of ten (10) years' experience in website development, web page design, web-based scripting language(s), and web graphics files and standards.
	• Expertise in at least one programming language and prior experience with frontend web development in common languages like HTML5 and JavaScript.
	• Designing and developing internal and external websites, including experience with user interaction and interface design.
	• Working knowledge of the following are required: ○ English (or Spanish), ○ Journalism, graphic design or a related field, ○ Web-site management, ○ Web servers, intranet site structures, and ○ Web-related software, and Web 2.0 software
	Education: • A master's degree in computer science or related field. Course work in marketing, communications, and/or public health preferred. • Current certifications in relevant/up to date web applications required.
Web Content Personnel: • Web Content Administrator • Web Developer	**Duties:** • Provides support for developing and providing Agency Web-site content that will motivate and satisfy government and civilian users' needs so that they will regularly access the site and utilize it as a major source for information, decision making and benefits delivery. • Provides support for maintaining civil service handbook and policies/procedures on the agency Web; assisting in developing agency newsletter and civilian benefits communications; recommending new and innovative web uses as well as training and educating employees on the use and benefits of using the Web. • Provides support in the location and pursuit of content and surveying internal customers to gather feedback for site improvement and enhancements. • Builds web pages using a variety of graphics software applications and web-based scripting language(s), manages and performs website editorial activities, analyzes complex technical problems, develops, and renders solutions, develops site content, aids in all web projects involving desktop publishing and website design and development. **Relevant Experience:**

Evidence-Building and Evaluation IDIQ Labor Categories	Description

	• A minimum of three (3) years' experience in website development, web page design, web-based scripting language(s), and web graphics files and standards.
	• Expertise in at least one programming language and prior experience with frontend web development in common languages like HTML5 and JavaScript.
	• Designing and developing internal and external websites, including experience with user interaction and interface design.
	• Working knowledge of the following are required:
	   ○ English (or Spanish),
	   ○ Journalism, graphic design or a related field,
	   ○ Web-site management,
	   ○ Web servers, intranet site structures, and
	   ○ Web-related software, and Web 2.0 software
	Education:
	• A bachelor's degree in computer science or related field. Course work in marketing, communications, and/or public health preferred.
	• Current certifications in relevant/up to date web applications required.

Junior Web Content Personnel: • Junior Web Content Administrator • Junior Web Developer	**Duties:** • Provides support for developing and providing Agency Web-site content that will motivate and satisfy government and civilian users' needs so that they will regularly access the site and utilize it as a major source for information, decision making and benefits delivery. • Provides support for maintaining civil service handbook and policies/procedures on the agency Web; assisting in developing agency newsletter and civilian benefits communications; recommending new and innovative web uses as well as training and educating employees on the use and benefits of using the Web. • Provides support in the location and pursuit of content and surveying internal customers to gather feedback for site improvement and enhancements. • Builds web pages using a variety of graphics software applications and web-based scripting language(s), manages and performs website editorial activities, analyzes complex technical problems, develops, and renders solutions, develops site content, aids in all web projects involving desktop publishing and website design and development. **Relevant Experience:**

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	• Up to three (3) years relevant experience in knowledge, skills and abilities required to exercise position duties/responsibilities. **Education:** • A bachelor's degree in computer science or related field preferred. A minimum of an associate degree in computer science or related field is required. • Course work in marketing, communications, and/or public health preferred. • Current certifications in relevant/up to date web applications required.
Senior Web Designer	**Duties:** • Plans, creates, and codes internet sites and web pages, combining text with sounds, pictures, graphics, and video clips. • Creates the design and layout of website and web pages. • Provides support in upgrading, maintaining, and creating content for agency web pages under the guidance of Web Project Manager. • Provide on-the-job training for the development, maintenance, and updating of Web pages. • Directs and manages the design, development, and management of web sites. **Relevant Experience:** • A minimum of ten (10) years relevant experience in web design and development using HTML and Java; web production management, web-based scripting language and design standards and file types; working knowledge of browsers, editors, graphic design software (e.g., Photoshop, Illustrator); experience with animation software and image optimization; working knowledge of Section 508 standards as well as working experience with design related graphics and relevant applications such as Adobe. **Education:** • A master's degree from an accredited college or university in computer science, web design or related field. • Course work in marketing, communications, and/or public health preferred. • Current certifications in relevant/up to date web applications required.
Web Designer	**Duties:** • Plans, creates, and codes internet sites and web pages,

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	combining text with sounds, pictures, graphics, and video clips. • Creates the design and layout of website and web pages. • Provides support in upgrading, maintaining, and creating content for agency web pages under the guidance of Web Project Manager. • Provide on-the-job training for the development, maintenance, and updating of Web pages. • Directs and manages the design, development, and management of web sites. **Relevant Experience:** • A minimum of three (3) years relevant experience in web design and development using HTML and Java; web production management, web-based scripting language and design standards and file types; working knowledge of browsers, editors, graphic design software (e.g., Photoshop, Illustrator); experience with animation software and image optimization; working knowledge of Section 508 standards as well as working experience with design related graphics and relevant applications such as Adobe. **Education:** • A bachelor's degree from accredited college or university in computer science, web design or related field. • Course work in marketing, communications, and/or public health preferred. • Current certifications in relevant/up to date web applications required.
Junior Web Designer	**Duties:** • Plans, creates, and codes internet sites and web pages, combining text with sounds, pictures, graphics, and video clips. • Creates the design and layout of website and web pages. • Provides support in upgrading, maintaining, and creating content for agency web pages under the guidance of Web Project Manager. • Provide on-the-job training for the development, maintenance, and updating of Web pages. • Directs and manages the design, development, and management of web sites. **Relevant Experience:** • Up to three years relevant experience in web design and development using HTML and Java; web production

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	management, web-based scripting language and design standards and file types; working knowledge of browsers, editors, graphic design software (e.g., Photoshop, Illustrator); experience with animation software and image optimization; working knowledge of Section 508 standards as well as working experience with design related graphics and relevant applications such as Adobe. **Education:** • A bachelor's degree from an accredited college or university in computer science or related field preferred. A minimum of an associate degree in computer science or related field is required. • Course work in marketing, communications, and/or public health preferred. • Current certifications in relevant/up to date web applications required.
Social Media Specialist	• Creates and administers content on social media platforms, such as Facebook, Instagram, and Twitter, to build an audience and ensure customer engagement. • Monitors site metrics • Responds to reader comments • Oversees creative design. • Builds and executes social media strategy through competitive research, platform determination, benchmarking, messaging, and audience identification • Generates, edits, publishes, and shares content (original text, images, video or HTML) that builds meaningful connections and encourages community members to act • Sets up and optimizes pages within each platform to increase the visibility of social content • Moderates user-generated content in line with the moderation policy • Creates editorial calendars and syndication schedules • Captures and analyzes the appropriate social data/metrics, insights, and best practices, for continuous quality improvement • Coordinates actions with other offices as appropriate **Relevant Experience:** • A minimum of three (3) years relevant experience and training that provides the necessary knowledge, skills, and abilities to successfully perform required position duties. **Education:**

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	• A bachelor's degree from an accredited college or university in communications, marketing, business, new media or public relations • Course work in heath, public health and/or associated field preferred. • Current certifications in relevant/up to date web applications required.
Junior Social Media Specialist	• Creates and administers content on social media platforms, such as Facebook, Instagram, and Twitter, to build an audience and ensure customer engagement. • Monitors site metrics • Responds to reader comments • Oversees creative design. • Builds and executes social media strategy through competitive research, platform determination, benchmarking, messaging, and audience identification • Generates, edits, publishes, and shares content (original text, images, video or HTML) that builds meaningful connections and encourages community members to act • Sets up and optimizes pages within each platform to increase the visibility of social content • Moderates user-generated content in line with the moderation policy • Creates editorial calendars and syndication schedules • Captures and analyzes the appropriate social data/metrics, insights, and best practices, for continuous quality improvement • Coordinates actions with other offices as appropriate **Relevant Experience:** • Up to three (3) years of experience and training that provides the required knowledge, skills, and abilities to successfully complete required position duties. **Education:** • A bachelor's degree from an accredited college or university in communications, marketing, business, new media or public relations • Current certifications in relevant/up to date web applications required.
Senior Communications Specialist	**Duties:** • Develops and implements a communication strategy that includes media outreach and social media content creation.

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	• Researches and writes press releases, and content for the website, infographics, blogs, and newsletters. • Acquires and maintains a detailed knowledge of the company's policies, principles, and strategies, and keeps up to date with relevant developments. • Arranges and coordinates press conferences, and plans events. • Facilitates the resolution of disputes with external role-players. • Adheres to the company's style guide, ensuring production of high-quality and error-free deliverables. • Works with key internal role-players to brainstorm content ideas. • Supports and evaluates results of communication campaigns with the team. • Maintains knowledge of up-to-date communications strategies, tools, and technologies, including associated technical skills and abilities. • Builds and maintains relationships with external stakeholders. **Relevant Experience:** • A minimum of ten (10) years of experience in communications strategy development; proven social media and networking expertise that provides the required knowledge, skills, and abilities required to successfully perform required position duties. • A minimum of three (3) years' experience working with public health, health-related and/or other associated field in communication strategy and product development, **Education:** • A minimum of a master's degree from an accredited college or university in communications, journalism, public relations, or a related field. Course work in health, public health and/or associated field preferred.
Communications Specialist	**Duties:** • Develops and implements a communication strategy that includes media outreach and social media content creation. • Researches and writes press releases, and content for the website, infographics, blogs, and newsletters. • Acquires and maintains a detailed knowledge of the company's policies, principles, and strategies, and keeps up to date with relevant developments. • Arranges and coordinates press conferences, and plans events.

Evidence-Building and Evaluation IDIQ Labor Categories	Description
	• Facilitates the resolution of disputes with external role-players. • Adheres to the company's style guide, ensuring production of high-quality and error-free deliverables. • Works with key internal role-players to brainstorm content ideas. • Supports and evaluates results of communication campaigns with the team. • Maintains knowledge of up-to-date communications strategies, tools, and technologies, including associated technical skills and abilities. • Builds and maintains relationships with external stakeholders. **Relevant Experience:** • A minimum of five (5) years of experience in communications strategy development; proven social media and networking expertise that provides the required knowledge, skills, and abilities required to successfully perform required position duties. • A minimum of three (3) years' experience working with public health, health-related and/or other associated field in communication strategy and product development, **Education:** • A minimum of a bachelor's degree from an accredited college or university in communications, journalism, public relations, or a related field. Course work in public health, health and/or associated field preferred.
Editorial Personnel: • Editor • Content Editor • Technical Editor • Copy Editor	**Duties:** • Provides technical writing, editing, and proofreading support for all relevant deliverables/ materials such as reports, news releases, fact sheets, web content, scripts, and surveys. • Plans, coordinates, revises, or edits written material. • Reviews proposals and draft documents for publication. **Relevant Experience:** • A minimum of five (5) years of technical/editing experience that provides the required knowledge, skills, and abilities required to successfully perform required position duties. • .A minimum of one (1) year of technical/editing experience in the areas of health, public health and/or associated field. **Education:** • A minimum of a bachelor's degree from an accredited college or university in Journalism, Communications,

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	English, or related field. Course work in health, public health and/or associated field preferred.
Writing Personnel: • Technical Writer • Scientific Writer	**Duties:** • Provides technical writing support for project deliverables. • Conducts research, identifies subject matter experts, and conducts interviews. • Gathers data and collates and organizes facts for inclusion in written products. • Develops drafts and submits them for review. • Proofreads copy written by project team members and client. • Plans web and print products. • Analyzes technical data and translate the information into writing that can easily be understood by readers. • Composes documents about technical topics that are appropriate for the audience, including experts and non-experts. • Writes and prepares submissions for a variety of media, including periodicals, books, websites, and newspapers. • Formulates and writes copies that promote a project such as: fact sheets, project summaries, monthly progress reports, informational packets, press releases, publications, and web content. • Provides technical writing, editing and proofreading support for all relevant deliverables/materials such as reports, news releases, fact sheets web content, scripts, and surveys. • Collaborates with subject matter experts, researchers, and graphic artist to produce documents. **Relevant Experience:** • A minimum of five (5) years of relevant experience that provides the required knowledge, skills, and abilities required to successfully perform required position duties. • . • A minimum of one (1) year of technical/editing experience in the areas of health, public health and/or associated field. **Education:** • A minimum of a bachelor's degree from an accredited college or university in Journalism, Communications, English, or related field. Course work in technical/scientific writing, health, public health and/or associated field preferred.

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Junior Writing Personnel: • Junior Technical Writer • Junior Scientific Writer	**Duties:** • Provides technical writing support for project deliverables. • Conducts research, identifies subject matter experts, and conducts interviews. • Gathers data and collates and organizes facts for inclusion in written products. • Develops drafts and submits them for review. • Proofreads copy written by project team members and client. • Plans web and print products. • Analyzes technical data and translate the information into writing that can easily be understood by readers. • Composes documents about technical topics that are appropriate for the audience, including experts and non-experts. • Writes and prepares submissions for a variety of media, including periodicals, , books, websites, and newspapers. • Formulates and writes copies that promote a project such as: fact sheets, project summaries, monthly progress reports, informational packets, press releases, publications, and web content. • Provides technical writing, editing and proofreading support for all relevant deliverables/materials such as reports, news releases, fact sheets web content, scripts, and surveys. • Collaborates with subject matter experts, researchers, and graphic artist to produce documents. **Relevant Experience:** • Up to three (3) years relevant experience that provides the required knowledge, skills, and abilities required to successfully perform required position duties. A minimum of one (1) year of relevant experience required. Technical or scientific writing experience in health, public health and/or an associated field preferred. **Education:** • A minimum of a bachelor's degree from an accredited college or university in Journalism, Communications, English, or related field. Course work in technical/scientific writing, health, public health and/or associated field preferred.
Administrative Personnel: • Executive Assistant	**Duties:** • Performs a variety of administrative functions for executives and project team members.

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• Executive Administrative Assistant	• Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. • Performs coding and filing of documents, performs basic office procedures, operates office equipment, e.g., multi-line/voice systems, office machines, and minimal computer programs. • Performs generic clerical skills such as greeting and directing visitors, fielding phone calls, scheduling meetings, responding to callers, taking minutes, composing memos, transcribing, developing presentations, generating reports, and monitoring invoices and expense reports. **Relevant Experience:** • A minimum of three (3) years related experience that provides the required knowledge, skills, and abilities required to successfully perform required position duties. **Education:** • A minimum of an associate degree from an accredited college or university in related/associated field. Bachelor's degree is preferred.
Junior Administrative Personnel: • Administrative Assistant • Clerk • Other Support Staff	**Duties:** • Performs a variety of administrative functions for executives and project team members. • Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. • Performs coding and filing of documents, performs basic office procedures, operates office equipment, e.g., multi-line/voice systems, office machines, and minimal computer programs. • Performs generic clerical skills such as greeting and directing visitors, fielding phone calls, scheduling meetings, responding to callers, taking minutes, composing memos, transcribing, developing presentations, generating reports, and monitoring invoices and expense reports. **Relevant Experience:** • Up to three (3) years of related experience that provides the required knowledge, skills, and abilities to successfully perform required position duties. A minimum of one (1) year experience required. **Education:** • A minimum of a high school diploma, an associate degree in related/associated field from an accredited institution. Bachelor's degree from accredited college or university preferred.

APPENDIX ONE

Category	Experience	Education	Description
Junior	Up to 3 years	BA/BS degree	• Assists more senior positions • Performs functional duties under the oversight of more senior positions
Mid-Level	3-10 years	BA/BS degree or higher	• Performs functional duties independently
Senior/Lead	More than 10 years	MA/MS degree or higher	• Performs functional duties independently • Oversees mid-level and junior staff, along with less experienced senior staff • Is responsible for efforts of all staff assigned to a specific task

APPENDIX TWO

Job Title/Position Name	Junior	Mid-Level	Senior/Lead
Leadership Personnel			x
Project Management Personnel		x	x
Technical Personnel	x	x	x
Statistical Personnel		x	x
Subject Matter Expert (SME)		x	x
Survey Personnel		x	x
Economist Personnel		x	x
Research Personnel	x	x	x
Data Analysis and Visualization Personnel	x	x	x
Data Scientist	x	x	x
Informatics Personnel		x	
Modeling and Simulation Specialist		x	x
Database Management Specialist	x	x	x
Information Technology Specialist	x	x	x
Database/Systems Personnel	x	x	
Knowledge Management Personnel		x	x
Information Resource Management Analyst		x	
Web Content Personnel	x	x	x
Web Designer	x	x	x
Social Media Specialist	x	x	
Communications Specialist		x	x
Editorial Personnel		x	
Writing Personnel	x	x	
Administrative Personnel	x	x	