



KARNA

A CELERIAN GROUP COMPANY

**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Pricelist**

**THE PROFESSIONAL SERVICES SCHEDULE
OOCORP**

Contract Number: GS-10F-0332Y
Contract Period: May 31, 2017 – May 30, 2022

2970 Clairmont Road, Suite 720
Atlanta, GA 30329

Phone: (678) 861-4134
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Website: www.karna.com
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Business Size: Small



GENERAL SERVICES ADMINISTRATION**Federal Acquisition Service***Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address for **GSA Advantage!**[™] is:
<http://www.GSAAdvantage.gov>.

Karna, LLC.

Founded in 2008, Karna provides population health services to governmental and commercial agencies in the areas of science, research, technology, communications, and evaluation. Karna is part of the Celerian Group as a wholly-owned subsidiary of BlueCross BlueShield of South Carolina. The Celerian Group collectively has more than 6,000 employees with 50 years of experience providing technical and programmatic services to the federal government.

Karna focuses on providing value to our governmental and commercial agencies, not just through competitive rates, but also in ensuring that work is accomplished on time, within budget, and with real results.

Karna works with our clients to develop and/or understand a vision for what needs to be accomplished, we focus on the work and milestones, ultimately achieving the desired results.

Mission oriented business integrated services are an important part of Karna's portfolio of work, which includes:

Information Management

Technology is a means to move forward, not a solution by itself. Our holistic approach examines the system development lifecycle and technologies in the context of key considerations such as enterprise architecture, security, and maintainability. Our iterative approach is compliant with industry best practices and government requirements while promoting frequent client feedback throughout the process. Core services include:

- Full Lifecycle System Development and Maintenance
- Website Development
- Systems Integration
- Data Systems / Integration
- COTS Implementation
- Cyber Security Consulting
- IV&V

Management Consulting

We begin with a clear understanding of our client's mission and goals. If the environment requires a new direction, we work with you to review the mission of the organization, create a vision for the future, and establish goals to ensure progress is being made towards the vision. We

can support an organization through the entire planning and execution process, including:

- Strategic Planning
- Program and Project Management
- Program Evaluation
- Business Process Redesign
- Organizational Improvement
- Facilitation Services
- Stakeholder Engagement
- Change Management

Health Science and Research

Emerging diseases, an aging population, and healthcare reform create a growing need for public health programs and impact measurement. As public health and healthcare organizations increasingly collaborate on health research and the underlying data, Karna provides Federal research and public health organizations key support services, including:

- Research Support
- Survey Services
- Statistics
- Analytics
- Technical Assistance
- Evaluation / Assessment
- Laboratory Quality and Safety

Training and Communications

Improvement is closely tied to behavior change. Karna leverages modern technologies and techniques to maximize reach and influence in trainings and communications:

- Strategy Development / Planning
- Key Message Creation
- Campaign Execution
- Social Media Planning
- Website Design and Graphics
- Training Creation and Delivery
- Expert Panels and Advisory Boards
- Meeting Logistics and Planning

Schedule Title – The Professional Services Schedule (PSS)

Federal Supply Group: 00CORP

Contract Number: GS10F0332Y

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: May 31, 2017 – May 30, 2022 with two five-year options

Contractor: KARNA LLC
2970 Clairmont Road, Suite 720
Atlanta, GA 30329

Business Size: Small

Telephone: (678) 861-4134
FAX Number: (678) 550-9869
Web Site: www.karna.com
E-mail: contracts@karna.com
Contract Administration: Wayne Myers

Supplement: #PO-0015, dated May 31, 2017.

1. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 00CORP-500, OOCORP-500RC, 874-1, 974-4, 874-7, 874-1/1RC, 874-4/4RC, 874-7/RC

00CORP-500
00CORP-500RC
SIN 874-1: *Integrated Consulting Services*
SIN 874-4: *Training Services*
874-7: *Integrated Business Program Support Services*

The following SINs are also incorporated to include Recovery Purchasing (for state and local governments to use GSA Schedules for disaster recovery):

SIN 874-1RC Integrated Consulting Services
SIN 874-4RC Training Services
SIN 874-7RC Integrated Business Program Support Services

- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (delivery Area):** Domestic only
- 5. Point(s) of production (city, county, and state or foreign country):** Same as company address
- 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
- 7. Quantity discounts:** None offered.

8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will accept
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:**
Contact Contractor
- 11d. **Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery:** Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).**
14. **Payment address(es):** Same as company address
15. **Warranty provision:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A

- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at:** www.Section508.gov/.
- 25. Data Universal Numbering System (DUNS) number:** 82-8268503
- 26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database.

Appendix A - Labor Categories and Prices

SINs 874-1, 874-1RC, 874-4, 874-4RC, 874-7 and 874-7RC	1 st Option Period Hourly Prices - Contractor Site				
	Year 6	Year 7	Year 8	Year 9	Year 10
	5/31/2017 to 5/30/2018	5/31/2018 to 5/30/2019	5/31/2019 to 5/30/2020	5/31/2020 to 5/30/2021	5/31/2021 to 5/30/2022
Analyst	\$112.06	\$114.75	\$117.50	\$120.32	\$123.21
Functional Specialist	\$49.75	\$50.94	\$52.16	\$53.41	\$54.70
Functional Specialist I	\$56.34	\$57.69	\$59.08	\$60.49	\$61.95
Functional Specialist II	\$70.41	\$72.10	\$73.83	\$75.61	\$77.42
Functional Specialist III	\$84.49	\$86.52	\$88.59	\$90.72	\$92.90
Functional Specialist IV	\$90.13	\$92.29	\$94.51	\$96.78	\$99.10
Management Consultant	\$118.28	\$121.12	\$124.02	\$127.00	\$130.05
Management Consultant II	\$129.57	\$132.68	\$135.87	\$139.13	\$142.47
Management Consultant III	\$187.78	\$192.29	\$196.90	\$201.63	\$206.47
Program Director	\$295.10	\$302.18	\$309.44	\$316.86	\$324.47
Program Manager	\$222.90	\$228.25	\$233.73	\$239.33	\$245.08
Project Manager	\$85.70	\$87.76	\$89.86	\$92.02	\$94.23
Project Manager II	\$93.90	\$96.15	\$98.46	\$100.83	\$103.25
Project Manager III	\$107.23	\$109.80	\$112.44	\$115.13	\$117.90
Support Staff	\$44.13	\$45.19	\$46.28	\$47.39	\$48.53
Team Lead	\$58.22	\$59.62	\$61.05	\$62.51	\$64.01
Administrative Support / Support Staff II	\$51.32	\$52.56	\$53.82	\$55.11	\$56.43
Associate Behavioral Scientist	\$57.06	\$58.43	\$59.83	\$61.26	\$62.73
Associate Biostatistician/Statistician	\$59.33	\$60.76	\$62.21	\$63.71	\$65.24
Associate Epidemiologist	\$57.06	\$58.43	\$59.83	\$61.26	\$62.73
Associate Evaluation Specialist	\$62.73	\$64.23	\$65.78	\$67.35	\$68.97
Associate Public Health Analyst	\$47.92	\$49.07	\$50.24	\$51.45	\$52.68
Associate Research Assistant	\$39.93	\$40.89	\$41.87	\$42.87	\$43.90
Associate Research Scientist	\$62.73	\$64.23	\$65.78	\$67.35	\$68.97
Associate Survey Scientist	\$74.15	\$75.93	\$77.76	\$79.62	\$81.53
Associate Writer/Editor	\$45.64	\$46.74	\$47.86	\$49.01	\$50.18
Behavioral Scientist	\$85.57	\$87.62	\$89.73	\$91.88	\$94.08
Biostatistician/Statistician	\$108.36	\$110.96	\$113.62	\$116.35	\$119.14
Economist	\$96.97	\$99.30	\$101.69	\$104.13	\$106.63
Epidemiologist	\$108.36	\$110.96	\$113.62	\$116.35	\$119.14
Evaluation Specialist	\$91.25	\$93.44	\$95.68	\$97.98	\$100.33
Graphic Designer	\$104.60	\$107.11	\$109.68	\$112.31	\$115.01

SINs 874-1, 874-1RC, 874-4, 874-4RC, 874-7 and 874-7RC	1 st Option Period Hourly Prices - Contractor Site				
	Year 6 5/31/2017 to 5/30/2018	Year 7 5/31/2018 to 5/30/2019	Year 8 5/31/2019 to 5/30/2020	Year 9 5/31/2020 to 5/30/2021	Year 10 5/31/2021 to 5/30/2022
Industry Expert	\$366.78	\$375.59	\$384.60	\$393.83	\$403.28
Associate Program Director/Deputy	\$193.93	\$198.58	\$203.35	\$208.23	\$213.23
Associate Program Manager	\$153.98	\$157.68	\$161.46	\$165.34	\$169.30
Public Health Analyst	\$88.98	\$91.11	\$93.30	\$95.54	\$97.83
Research Assistant	\$68.44	\$70.08	\$71.77	\$73.49	\$75.25
Research Scientist	\$104.95	\$107.47	\$110.05	\$112.69	\$115.40
Senior Behavioral Scientist	\$119.78	\$122.65	\$125.59	\$128.61	\$131.69
Senior Biostatistician/Statistician	\$153.98	\$157.68	\$161.46	\$165.34	\$169.30
Senior Economist	\$169.02	\$173.07	\$177.23	\$181.48	\$185.84
Senior Epidemiologist	\$131.18	\$134.33	\$137.55	\$140.85	\$144.23
Senior Evaluation Specialist	\$176.82	\$181.07	\$185.41	\$189.86	\$194.42
Senior Public Health Analyst	\$131.18	\$134.33	\$137.55	\$140.85	\$144.23
Senior Research Scientist	\$182.46	\$186.84	\$191.33	\$195.92	\$200.62
Senior Task/Data Manager	\$142.61	\$146.03	\$149.53	\$153.12	\$156.80
Senior Training Specialist	\$114.08	\$116.82	\$119.62	\$122.50	\$125.44
Senior Writer/Editor	\$104.95	\$107.47	\$110.05	\$112.69	\$115.40
Subject Matter Expert	\$171.12	\$175.23	\$179.43	\$183.74	\$188.15
Subject Matter Expert I	\$228.15	\$233.62	\$239.23	\$244.97	\$250.85
Survey Scientist	\$182.46	\$186.84	\$191.33	\$195.92	\$200.62
Task/Data Manager	\$96.97	\$99.30	\$101.69	\$104.13	\$106.63
Training Specialist	\$85.57	\$87.62	\$89.73	\$91.88	\$94.08
Writer/Editor	\$68.44	\$70.08	\$71.77	\$73.49	\$75.25
Prices include an Industrial Funding Fee (IFF) of .75% and annual escalation of 2.4%.					

SINs 874-1, 874-1RC, 874-4, 874-4RC, 874-7 and 874-7RC	1 st Option Period Hourly Prices - Government Site				
	Year 6 5/31/2017 to 5/30/2018	Year 7 5/31/2018 to 5/30/2019	Year 8 5/31/2019 to 5/30/2020	Year 9 5/31/2020 to 5/30/2021	Year 10 5/31/2021 to 5/30/2022
Analyst	\$100.06	\$102.46	\$104.92	\$107.44	\$110.02
Functional Specialist	\$44.42	\$45.48	\$46.58	\$47.69	\$48.84
Functional Specialist I	\$50.30	\$51.51	\$52.75	\$54.01	\$55.31
Functional Specialist II	\$62.87	\$64.38	\$65.92	\$67.51	\$69.13
Functional Specialist III	\$75.46	\$77.27	\$79.12	\$81.02	\$82.97
Functional Specialist IV	\$80.48	\$82.42	\$84.39	\$86.42	\$88.49
Management Consultant	\$105.62	\$108.15	\$110.75	\$113.41	\$116.13
Management Consultant II	\$115.70	\$118.48	\$121.32	\$124.23	\$127.21
Management Consultant III	\$166.76	\$170.76	\$174.86	\$179.06	\$183.36
Program Director	\$263.48	\$269.81	\$276.28	\$282.91	\$289.70
Program Manager	\$199.01	\$203.78	\$208.67	\$213.68	\$218.81
Project Manager	\$76.50	\$78.34	\$80.22	\$82.14	\$84.11
Project Manager II	\$83.83	\$85.84	\$87.90	\$90.01	\$92.17
Project Manager III	\$95.73	\$98.03	\$100.38	\$102.79	\$105.26
Support Staff	\$39.40	\$40.35	\$41.32	\$42.31	\$43.32
Team Lead	\$51.98	\$53.23	\$54.51	\$55.81	\$57.15
Administrative Support / Support Staff II	\$44.67	\$45.74	\$46.84	\$47.96	\$49.12
Associate Behavioral Scientist	\$49.65	\$50.84	\$52.06	\$53.31	\$54.59
Associate Biostatistician/Statistician	\$51.63	\$52.87	\$54.13	\$55.43	\$56.76
Associate Epidemiologist	\$49.65	\$50.84	\$52.06	\$53.31	\$54.59
Associate Evaluation Specialist	\$54.61	\$55.92	\$57.26	\$58.64	\$60.04
Associate Public Health Analyst	\$41.70	\$42.70	\$43.72	\$44.77	\$45.85
Associate Research Assistant	\$34.75	\$35.59	\$36.44	\$37.31	\$38.21
Associate Research Scientist	\$54.61	\$55.92	\$57.26	\$58.64	\$60.04
Associate Survey Scientist	\$64.55	\$66.10	\$67.68	\$69.31	\$70.97
Associate Writer/Editor	\$39.72	\$40.67	\$41.65	\$42.64	\$43.67
Behavioral Scientist	\$74.48	\$76.27	\$78.10	\$79.97	\$81.89
Biostatistician/Statistician	\$94.32	\$96.58	\$98.90	\$101.27	\$103.70
Economist	\$84.40	\$86.42	\$88.50	\$90.62	\$92.80
Epidemiologist	\$94.32	\$96.58	\$98.90	\$101.27	\$103.70
Evaluation Specialist	\$79.43	\$81.34	\$83.29	\$85.29	\$87.34
Graphic Designer	\$91.04	\$93.22	\$95.46	\$97.75	\$100.10
Industry Expert	\$301.35	\$308.58	\$315.99	\$323.57	\$331.33

SINs 874-1, 874-1RC, 874-4, 874-4RC, 874-7 and 874-7RC	1 st Option Period Hourly Prices - Government Site				
	Year 6 5/31/2017 to 5/30/2018	Year 7 5/31/2018 to 5/30/2019	Year 8 5/31/2019 to 5/30/2020	Year 9 5/31/2020 to 5/30/2021	Year 10 5/31/2021 to 5/30/2022
Associate Program Director/Deputy	\$168.80	\$172.85	\$177.00	\$181.25	\$185.60
Associate Program Manager	\$134.02	\$137.24	\$140.53	\$143.90	\$147.36
Public Health Analyst	\$77.45	\$79.31	\$81.21	\$83.16	\$85.16
Research Assistant	\$59.57	\$61.00	\$62.47	\$63.97	\$65.50
Research Scientist	\$91.35	\$93.55	\$95.79	\$98.09	\$100.44
Senior Behavioral Scientist	\$104.25	\$106.76	\$109.32	\$111.94	\$114.63
Senior Biostatistician/Statistician	\$134.02	\$137.24	\$140.53	\$143.90	\$147.36
Senior Economist	\$147.12	\$150.65	\$154.26	\$157.96	\$161.76
Senior Epidemiologist	\$114.18	\$116.92	\$119.73	\$122.60	\$125.55
Senior Evaluation Specialist	\$153.90	\$157.59	\$161.38	\$165.25	\$169.21
Senior Public Health Analyst	\$114.18	\$116.92	\$119.73	\$122.60	\$125.55
Senior Research Scientist	\$158.81	\$162.63	\$166.53	\$170.53	\$174.62
Senior Task/Data Manager	\$124.12	\$127.10	\$130.15	\$133.28	\$136.47
Senior Training Specialist	\$99.30	\$101.68	\$104.12	\$106.62	\$109.18
Senior Writer/Editor	\$91.35	\$93.55	\$95.79	\$98.09	\$100.44
Subject Matter Expert	\$148.95	\$152.52	\$156.18	\$159.93	\$163.77
Subject Matter Expert I	\$198.57	\$203.34	\$208.22	\$213.21	\$218.33
Survey Scientist	\$158.81	\$162.63	\$166.53	\$170.53	\$174.62
Task/Data Manager	\$84.40	\$86.42	\$88.50	\$90.62	\$92.80
Training Specialist	\$74.48	\$76.27	\$78.10	\$79.97	\$81.89
Writer/Editor	\$59.57	\$61.00	\$62.47	\$63.97	\$65.50
Prices include an Industrial Funding Fee (IFF) of .75% and annual escalation of 2.4%%.					

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire PSS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupation code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

LABOR CATEGORY DESCRIPTIONS

PROGRAM DIRECTOR

Description: Senior executive experienced in managing multiple programs and responsible for providing vision, strategy, and leadership for the success of the organization. Must have excellent written and verbal skills with demonstrated progressive experience in maintaining productive and effective relationships with executive and senior client representatives.

Minimum Education and Experience: Masters Degree and 15 years experience

PROGRAM MANAGER

Description: Executive responsible for providing oversight and overall contract management for multiple programs. Demonstrated progressive experience in managing contracts, funds, and resources for large complex projects. Responsible for managing productive and effective relationships with senior client representatives, subcontractors and consultants. The Senior Program Manager ensures, among others, communication of overall program status; management of risk, quality, and monitoring of contracts. Responsible for the overall contract performance including, but not limited to, planning, organization, assignment, management, and monitoring of resources, quality standards and work performance to support multiple concurrent projects.

Minimum Education and Experience: Masters Degree and 12 years experience

PROJECT MANAGER

Description: Demonstrated progressive experience in managing, monitoring, and implementing projects involving multiple tasks and groups of personnel. Responsible for the overall project performance including, but not limited to, management and monitoring of project resources, scope, schedule, quality, cost, and client relationships. Serves as the day-to-day operational lead of a delivery/task order and assists program manager as required in managing contract performance.

Minimum Education and Experience: Bachelor's Degree and 4 years experience

PROJECT MANAGER II

Description: Demonstrated progressive experience in managing, monitoring, and implementing projects involving multiple tasks and groups of personnel. Responsible for the overall project performance including, but not limited to, management and monitoring of project resources, scope, schedule, quality, cost, and client relationships. Serves as the day-to-day operational lead of a delivery/task order and assists program manager as required in managing contract performance.

Minimum Education and Experience: Bachelor's Degree and 6 years experience

PROJECT MANAGER III

Description: Demonstrated progressive experience in managing, monitoring, and implementing projects involving multiple tasks and groups of personnel. Responsible for the overall project performance including, but not limited to, management and monitoring of project resources, scope, schedule, quality, cost, and client relationships. Serves as the day-to-day operational lead of a delivery/task order and assists program manager as required in managing contract performance.

Minimum Education and Experience: Bachelor's Degree and 8 years experience

TEAM LEAD

Description: Demonstrated progressive experience in managing individual assignments, projects or major tasks. Responsible for ensuring successful delivery consistent with established scope, schedule, and

quality. Responsible for organization, direction, planning, and successful implementation of all activities assigned to a team including subcontractors and consultants.

Minimum Education and Experience: Bachelor's degree

ANALYST

Performs collection, analysis, and documentation of requirements. Supports team in preparation of reports, user feedback and evaluation activities, etc.

Minimum Education and Experience: Bachelor's Degree and 5 years experience

MANAGEMENT CONSULTANT

Description: Consultant with extensive expertise and demonstrated experience in understanding requirements, development of recommendations and solutions, and managing implementation in support of project objectives and strategic direction. Provides management and specialized integration support and direction to other project participants. Possesses technical background to accomplish tasks. May lead a team or provide specific subject matter or domain expertise.

Minimum Education and Experience: Bachelor's Degree and 6 years experience

MANAGEMENT CONSULTANT II

Description: Senior consultant with extensive expertise and demonstrated experience in understanding requirements, development of recommendations and solutions, and managing implementation in support of project objectives and strategic direction. May lead a team or provide specific subject matter or domain expertise.

Minimum Education and Experience: Bachelor's Degree and 8 years experience

MANAGEMENT CONSULTANT III

Description: Senior consultant with extensive expertise and demonstrated experience in understanding requirements, development of recommendations and solutions, and managing implementation in support of project objectives and strategic direction. Provides management and specialized integration support and direction to other project participants. Possesses technical background to accomplish tasks. May lead a team or provide specific subject matter or domain expertise.

Minimum Education and Experience: Bachelor's Degree and 10 years experience

FUNCTIONAL SPECIALIST

Description: Entry-Level analyst who provides analytical, technical, and functional support. Collects and analyzes data, prepares notes and reports, and supports project monitoring activities.

Minimum Education and Experience: Bachelor's Degree

FUNCTIONAL SPECIALIST I

Description: Senior analyst with demonstrated experience and knowledge of analytical methodologies and principles. Leads the technical team in support of project objectives. Requires knowledge and experience in, among others, design and development of survey instruments, sampling methods and stratification, survey administration; data collection, modeling, analysis, and reporting. May lead a team.

Minimum Education and Experience: Bachelor's Degree with 3 years experience

FUNCTIONAL SPECIALIST II

Description: Analyst with demonstrated experience and knowledge of analytical methodologies and principles. Leads the technical team in support of project objectives. Requires knowledge and experience in, among others, design and development of survey instruments, sampling methods and stratification, survey administration; data collection, modeling, analysis, and reporting. May lead a team.

Minimum Education and Experience: Bachelor's Degree with 6 years experience

FUNCTIONAL SPECIALIST III

Description: Senior analyst with demonstrated experience and knowledge of analytical methodologies and principles. Leads the technical team in support of project objectives. Requires knowledge and experience in, among others, design and development of survey instruments, sampling methods and stratification, survey administration; data collection, modeling, analysis, and reporting. May lead a team.

Minimum Education and Experience: Bachelor's Degree with 9 years experience

FUNCTIONAL SPECIALIST IV

Description: Senior analyst with demonstrated experience and knowledge of analytical methodologies and principles. Leads the technical team in support of project objectives. Requires knowledge and experience in, among others, design and development of survey instruments, sampling methods and stratification, survey administration; data collection, modeling, analysis, and reporting. May lead a team.

Minimum Education and Experience: Bachelor's Degree with 12 years experience

SUPPORT STAFF

Description: Administrative and non-technical support in the areas of accounting, contracts, project administration, etc. in the preparation of deliverables, reports, charts and graphs, etc.

Minimum Education and Experience: High School diploma with 0 years of experience.

ADMINISTRATIVE SUPPORT / SUPPORT STAFF II

Description: Provides administrative assistance and support in the planning and execution of meeting, technical support, workshop or other contract related activities.

Minimum Education/Experience and/or Equivalent: High School diploma plus 2 years of relevant experience.

ASSOCIATE BEHAVIORAL SCIENTIST

Description: Provides expertise in dealing with the behavioral aspects of public health issues. Participates in the design and conduct of studies to isolate and define the behavioral aspects contributing to public health issues and problems. Develops strategies and programs to address the behavioral component of public health issues, including educational campaigns to raise awareness. Evaluates public health program effectiveness by measuring and assessing the extent of behavioral change. Documents program accomplishments and recommends changes in policy, program operations, and resource levels to improve effectiveness.

Education/Experience and/or Equivalent: Bachelor's Degree plus 2 years of relevant experience.

ASSOCIATE BIostatistician/Statistician

Description: Specializes in the application of statistics to epidemiological studies, laboratory studies, prevention research and other selected forms of studies/research conducted by CDC. Requires thorough knowledge and use of commercial statistical software packages. Experience with sample size calculations and methodologies. Knowledge of surveillance and case-control study design and analysis. Experience with a variety of different groups in various disciplines.

Thorough understanding of statistical methods and modeling including, but not limited to, linear, logistic and conditional logistic regression models, as well as, survey statistics.

Education/Experience and/or Equivalent: Bachelor's Degree plus 2 years of relevant experience.

ASSOCIATE EPIDEMIOLOGIST

Description: Oversee public health programs, including statistical analysis, health care planning, surveillance systems, and public health improvement. Investigate diseases or parasites to determine cause and risk factors, progress, life cycle, or mode of transmission. Plan and direct studies to investigate human or animal disease, preventive methods, and treatments for disease.

Education/Experience and/or Equivalent: Bachelor's Degree plus 2 years of relevant experience.

ASSOCIATE EVALUATION SPECIALIST

Description: Assists in the design of data collection instruments for collecting qualitative and quantitative data via focus groups and interviews to assess, for example, program, practice, systems, organizational, social or policy changes. Assists in the analysis of data for reporting and making recommendations for program changes or improvements. Develops reports and supporting documentation. Knowledge of various types of data collection and analytic tools such as, surveys and focus groups. Typical assignments require developing detailed plans, goals, and objectives for the long-range implementation and developing criteria for evaluating the effectiveness of the program. The staff identifies best practices and advises organizational leadership on how they could be adopted in other programs. Identifies and analyzes issues, problems, and challenges facing the program; formulates and evaluates possible courses of action for resolving them; draws conclusions based on relevant facts; and recommends solutions to organizational leadership.

Education/Experience and/or Equivalent: Bachelor's Degree plus 2 years of relevant experience

ASSOCIATE PUBLIC HEALTH ANALYST

Description: Integrates knowledge and experience of public health programs and policies to provide guidance on cross cutting procedural and multilayered and multifaceted policy issues to other components of the agency and other governmental agencies; resolve problems, modify procedures; develop and interpret complex policies to meet new and novel conditions; and defend public health policies before representatives of other governmental agencies, State and local governments, private industry, academia, consumer organizations, Congress, and the scientific community. Actions taken and solutions devised cut across the bureau or agency.

Designs, oversees, implements, and conducts major scientific surveys/studies or projects to identify and solve public health problems. Identifies and analyzes public health issues and their impact on operations that are critical to the public health community at large. Develops and or uses innovative methodologies and techniques. Searches, synthesizes and interprets information relevant to public health. Reviews and

analyzes studies and projects assessing major and or sensitive public health issues in order to make recommendations.

Education/Experience and/or Equivalent: Bachelor's Degree plus 2 years of relevant experience.

ASSOCIATE RESEARCH ASSISTANT

Description: Assists in the design development, and implementation of studies to analyze key research questions related to project outcomes and effectiveness. Has working knowledge of various research designs and quantitative/qualitative methods. Participates in on-site data collection. Participates in the analysis of research findings.

Education/Experience and/or Equivalent: Bachelor's Degree plus 2 years of relevant experience.

ASSOCIATE RESEARCH SCIENTIST

Description: Designs, develops and implements studies to analyze key research questions related to project outcomes and effectiveness. Has working knowledge of and expertise with various research designs and quantitative/qualitative methods. Analyzes research findings and makes recommendations for future research needs. Typical assignments require developing detailed plans, goals, and objectives for the long-range implementation and developing criteria for evaluating the effectiveness of the program. The staff identifies best practices and advises organizational leadership on how they could be adopted in other programs. Identifies and analyzes issues, problems, and challenges facing the program; formulates and evaluates possible courses of action for resolving them; draws conclusions based on relevant facts; and recommends solutions to organizational leadership.

Education/Experience and/or Equivalent: Bachelor's Degree plus 2 years of relevant experience.

ASSOCIATE SURVEY SCIENTIST

Description: Conduct surveys and collect data, using methods such as interviews, questionnaires, focus groups, market analysis surveys, public opinion polls, literature reviews, and file reviews. Determine and specify details of survey projects, including sources of information, procedures to be used, and the design of survey instruments and materials.

Monitor and evaluate survey progress and performance, using sample disposition reports and response rate calculations. Prepare and present summaries and analyses of survey data, including tables, graphs, and fact sheets that describe survey techniques and results. Produce documentation of the questionnaire development process, data collection methods, sampling designs, and decisions related to sample statistical weighting. Develops, selects, adapts, and employs qualitative and quantitative methods, procedures and systems for assessing the efficiency and effectiveness of programs; program policies, practices and procedures; and program-level administrative operations, processes and mechanisms. Uses qualitative and quantitative methods to assess progress toward program goals and objectives. Prepares reports and briefs to program or higher-level leadership which convey study results and recommendations. Designs, oversees, implements, and conducts major scientific surveys/studies or projects to identify and solve public health problems. Identifies and analyzes public health issues and their impact on operations that are critical to the public health community at large. Develops and or uses innovative methodologies and techniques.

Education/Experience and/or Equivalent: Bachelor's Degree plus 2 years of relevant experience.

ASSOCIATE WRITER/EDITOR

Description: Writes and/or edits scientific documents and other general or technical materials. Analyzes the subject matter and audience in order to plan clear and accurate presentation of materials. Adapts the

style and format of the product to the medium or publication in which it will appear. Performs final review of materials for technical accuracy, style, proper organization, emphasis, and editorial aspects before release.

Education/Experience and/or Equivalent: Bachelor's Degree plus 2 years of relevant experience.

BEHAVIORAL SCIENTIST

Description: Provides expertise in dealing with the behavioral aspects of public health issues. Participates in the design and conduct of studies to isolate and define the behavioral aspects contributing to public health issues and problems. Develops strategies and programs to address the behavioral component of public health issues, including educational campaigns to raise awareness. Evaluates public health program effectiveness by measuring and assessing the extent of behavioral change. Documents program accomplishments and recommends changes in policy, program operations, and resource levels to improve effectiveness.

Education/Experience and/or Equivalent: Master's degree in behavioral science, health education public health. 0 years' Experience.

BIOSTATISTICIAN/STATISTICIAN

Description: Specializes in the application of statistics to epidemiological studies, laboratory studies, prevention research and other selected forms of studies/research conducted by CDC. Requires thorough knowledge and use of commercial statistical software packages. Experience with sample size calculations and methodologies. Knowledge of surveillance and case-control study design and analysis. Experience with a variety of different groups in various disciplines.

Thorough understanding of statistical methods and modeling including, but not limited to, linear, logistic and conditional logistic regression models, as well as, survey statistics.

Education/Experience and/or Equivalent: Master's degree in statistics. 0 years' Experience.

ECONOMIST

Description: Performs functional economic analysis to evaluate the costs of alternative ways to accomplish functional objectives. Develops investment costs, benefits, and risks as part of return on investment or benefits cost analyses and modeling. Develops and maintains systems to analyze complex and highly visible actions such as public health scientific legislation, executive directives, Departmental policy issuances, voluntary changes in practice by influential organizations or groups, as well as other influential statements of policy with the potential to impact the activities of the division, center, and/or coordinating center. Develops reports that reflect an in-depth analysis and interpretation of policy matters involving relevant public health issues. Presents expert analysis on such factors as well as advice to senior leadership on the impact of these highly visible policy actions. Provides options and guidance for responding to complex issues and is responsible for the development of proposals in response to the organization's policy needs (including legislation).

Education/Experience and/or Equivalent: Master's degree in economics.

Epidemiologist

Description: Oversee public health programs, including statistical analysis, health care planning, surveillance systems, and public health improvement. Investigate diseases or parasites to determine cause

and risk factors, progress, life cycle, or mode of transmission. Plan and direct studies to investigate human or animal disease, preventive methods, and treatments for disease.

Education/Experience and/or Equivalent: Master's degree in public health. 0 years' Experience.

EVALUATION SPECIALIST

Description: Assists in the design of data collection instruments for collecting qualitative and quantitative data via focus groups and interviews to assess, for example, program, practice, systems, organizational, social or policy changes. Assists in the analysis of data for reporting and making recommendations for program changes or improvements. Develops reports and supporting documentation. Knowledge of various types of data collection and analytic tools such as, surveys, focus groups, and social network/media. Typical assignments require developing detailed plans, goals, and objectives for the long-range implementation and developing criteria for evaluating the effectiveness of the program. The staff identifies best practices and advises organizational leadership on how they could be adopted in other programs. Identifies and analyzes issues, problems, and challenges facing the program; formulates and evaluates possible courses of action for resolving them; draws conclusions based on relevant facts; and recommends solutions to organizational leadership.

Education/Experience and/or Equivalent: Master's degree in public health, social science or health science. 0 years' Experience.

GRAPHIC DESIGNER

Description: Assesses readability of layout and improves/revises by making necessary changes and improvements and ensuring consistency of formatting. Must be familiar and experienced with commonly used graphic design software packages. Develops diagrams, flow charts, and other images for reports and other project deliverables. Creates brochures, posters, and PowerPoint presentations. Prepares information in a format appropriate for audience. Materials must be camera-ready for printing as determined by project deliverables.

Education/Experience and/or Equivalent: Bachelor's degree in graphic design, illustration, or other creative field with 5 years of relevant experience as graphic designer.

INDUSTRY EXPERT

Description: Provides authoritative and professional expertise in dealing with specific subject areas. Is considered an authority in their domain and provide their services at national and international levels.

Education/Experience and/or Equivalent: Doctoral degree plus 10 years of relevant experience.

Associate Program Director/Deputy

Description: Organizes, directs and manages support services for all activities covered by this contract. Serves as the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Technical Representative (COTR), government management personnel and customer agency representatives. Obtains staff for subordinate personnel; serves as a liaison among contractor's corporate management, program managers and CDC's program directors/managers. Has ultimate responsibility for contractor resources and the accomplishment of all tasks assigned under this contract. Authorized to negotiate and make binding decisions on behalf of the company, including signatory authority. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract. Expertise in

the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity.

Education/Experience and/or Equivalent: Bachelor's degree in business or accounting plus 8 years of relevant experience.

ASSOCIATE PROGRAM MANAGER

Description: Serves as Program Manager for a large, complex program with centralized and task orders support requirements. Manages substantial information technology contract support operations including multiple projects. Organizes, directs, and coordinates planning and production of all the contractor's support activities. Demonstrated experience for oral and written communications with all levels of management for planning and control of projects.

Interfaces with CDC management personnel, CDC contracts staff, and other cognizant CDC officials. Capable of meeting in conference with CDC project managers and stating problems in a form capable of being solved. Formulates and reviews project plans, determines cost, and ensures conformance to work standards. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Assigns, schedules, and reviews work of subordinates. Shall be responsible for the overall task orders performance and shall not serve in any other capacity under this contract.

Expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity.

Education/Experience and/or Equivalent: Bachelor's degree in health services research, public health social science, business, plus 4 years of relevant experience.

PUBLIC HEALTH ANALYST

Description: Integrates knowledge and experience of public health programs and policies to provide guidance on cross cutting procedural and multilayered and multifaceted policy issues to other components of the agency and other governmental agencies; resolve problems, modify procedures; develop and interpret complex policies to meet new and novel conditions; and defend public health policies before representatives of other governmental agencies, State and local governments, private industry, academia, consumer organizations, Congress, and the scientific community. Actions taken and solutions devised cut across the bureau or agency. Designs, oversees, implements, and conducts major scientific surveys/studies or projects to identify and solve public health problems. Identifies and analyzes public health issues and their impact on operations that are critical to the public health community at large. Develops and or uses innovative methodologies and techniques.

Searches, synthesizes and interprets information relevant to public health. Reviews and analyzes studies and projects assessing major and or sensitive public health issues in order to make recommendations.

Education/Experience and/or Equivalent: Master's degree in public health, social science, health services research. 0 years' Experience.

RESEARCH ASSISTANT

Description: Assists in the design development, and implementation of studies to analyze key research questions related to project outcomes and effectiveness. Has working knowledge of various research designs and quantitative/qualitative methods. Participates in on-site data collection. Participates in the analysis of research findings.

Education/Experience and/or Equivalent: Master's degree in health services research, public health, social science, laboratory science, policy science or economics. 0 years' Experience.

RESEARCH SCIENTIST

Description: Designs, develops and implements studies to analyze key research questions related to project outcomes and effectiveness. Has working knowledge of and expertise with various research designs and quantitative/qualitative methods. Analyzes research findings and makes recommendations for future research needs. Typical assignments require developing detailed plans, goals, and objectives for the long-range implementation and developing criteria for evaluating the effectiveness of the program. The staff identifies best practices and advises organizational leadership on how they could be adopted in other programs. Identifies and analyzes issues, problems, and challenges facing the program; formulates and evaluates possible courses of action for resolving them; draws conclusions based on relevant facts; and recommends solutions to organizational leadership.

Education/Experience and/or Equivalent: Master's degree in health services research, public health, social science, laboratory science, policy science or economics. 0 years' Experience.

SENIOR BEHAVIORAL SCIENTIST

Description: Provides authoritative and professional expertise in dealing with the behavioral aspects of public health issues. Leads the design and conduct of studies to isolate and define the behavioral aspects contributing to public health issues and problems. Leads the development of strategies and programs to address the behavioral component of public health issues, including educational campaigns to raise awareness. Leads the evaluation of public health program effectiveness by measuring and assessing the extent of behavioral change. Documents program accomplishments and recommends changes in policy, program operations, and resource levels to improve effectiveness.

Education/Experience and/or Equivalent: Doctorate degree in behavioral science plus 4 years of relevant experience.

SENIOR BIostatistician/Statistician

Description: Project lead for the application of statistics to epidemiological studies, laboratory studies, prevention research and other selected forms of studies/research conducted by CDC. Requires thorough knowledge and use of commercial statistical software packages. Experience with sample size calculations and methodologies. Knowledge of surveillance and case-control study design and analysis. Carries out effective statistical methodology and strategies necessary for the creation, completion, and analysis of epidemiology or research projects. Experience with a variety of different groups in various disciplines. Thorough understanding of statistical methods including, but not limited to, linear, logistic and conditional logistic regression models, as well as, survey statistics. Develops sampling methods, survival analysis, spatial analysis, and non-parametric methods.

Education/Experience and/or Equivalent: Master's degree in statistics or mathematics plus 4 years of relevant experience. Doctoral degree preferred.

SENIOR ECONOMIST

Description: Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. Develops investment costs, benefits, and risks as part of return on investment or benefits cost analyses. Develops and maintains systems to analyze complex and highly visible actions such as public health scientific legislation, executive directives, Departmental policy issuances, voluntary changes in practice by influential organizations or groups, as well as other influential statements of policy with the potential to impact the activities of the division, center, and/or coordinating

center. Develops reports that reflect an in-depth analysis and interpretation of policy matters involving relevant public health issues. Presents expert analysis on such factors as well as advice to senior leadership on the impact of these highly visible policy actions. Provides options and guidance for responding to complex issues and is responsible for the development of proposals in response to the organization's policy needs (including legislation).

Education/Experience and/or Equivalent: Doctoral degree in economics degree plus 4 years of relevant experience.

SENIOR EPIDEMIOLOGIST

Description: Oversee public health programs, including statistical analysis, health care planning, surveillance systems, and public health improvement. Investigate diseases or parasites to determine cause and risk factors, progress, life cycle, or mode of transmission. Plan and direct studies to investigate human or animal disease, preventive methods, and treatments for disease.

Education/Experience and/or Equivalent: Doctoral degree in public health plus 4 years of relevant experience.

SENIOR EVALUATION SPECIALIST

Description: Designs data collection instruments for collecting qualitative and quantitative data via focus groups and interviews. Analyzes data for reporting and making recommendations for program changes or improvements. Develops reports and supporting documentation. Typical assignments require developing detailed plans, goals, and objectives for the long-range implementation and developing criteria for evaluating the effectiveness of the program. The staff identifies best practices and advises organizational leadership on how they could be adopted in other programs. Identifies and analyzes issues, problems, and challenges facing the program; formulates and evaluates possible courses of action for resolving them; draws conclusions based on relevant facts; and recommends solutions to organizational leadership.

Education/Experience and/or Equivalent: Doctoral degree in behavioral science, public health, social science, health science plus 4 years of relevant experience.

SENIOR PUBLIC HEALTH ANALYST

Description: Serves as a leading authority and integrates knowledge and experience of public health programs and policies to provide guidance on cross cutting procedural and multilayered and multifaceted policy issues to other components of the agency and other governmental agencies; resolve problems, modify procedures; develop and interpret complex policies to meet new and novel conditions; and defend public health policies before representatives of other governmental agencies, State and local governments, private industry, academia, consumer organizations, Congress, and the scientific community. Actions taken and solutions devised cut across the bureau or agency.

Education/Experience and/or Equivalent: Doctorate degree in health services research, public health, social science, laboratory science, policy science or economics plus 4 years of relevant experience.

SENIOR RESEARCH SCIENTIST

Description: Designs, develops and implements studies to analyze key research questions related to project outcomes and effectiveness: Has working knowledge of and expertise with various research designs and quantitative/qualitative methods. Analyzes research findings and makes recommendations for future research needs. Typical assignments require developing detailed plans, goals, and objectives for the long-range implementation and developing criteria for evaluating the effectiveness of the program. The staff identifies best practices and advises organizational leadership on how they could be

adopted in other programs. Identifies and analyzes issues, problems, and challenges facing the program; formulates and evaluates possible courses of action for resolving them; draws conclusions based on relevant facts; and recommends solutions to organizational leadership.

Education/Experience and/or Equivalent: Master's degree in health services research, public health, social science, laboratory science, policy science or economics and 4 years of relevant experience.

SENIOR TRAINING SPECIALIST

Description: Develops, produces, and presents training packages and courses. Gathers, organizes, and analyzes data and information in order to tailor packages and courses to meet CDC requirements. Supervises training efforts and training consultants. Responsible for all aspects of creating and supplying off-the-shelf and customized off-the-shelf training packages and courses. Works with CDC Contracting Officer's Representative and/or Technical Monitor on training and course requirements. Ensures adequacy, accuracy, and quality of training materials to meet project deliverables. Prepares relevant presentations and reports on progress in meeting deliverables.

Education/Experience and/or Equivalent: Master's degree in education, health services research, public health, social science, laboratory science, policy science, economics plus 5 years of experience.

SENIOR WRITER/EDITOR

Description: Writes and/or edits scientific documents and other general or technical materials. Analyzes the subject matter and audience in order to plan clear and accurate presentation of materials. Adapts the style and format of the product to the medium or publication in which it will appear.

Performs final review of materials for technical accuracy, style, proper organization, emphasis, and editorial aspects before release. Supervises development of all instructor and student materials. Supervises training consultants. Designs and conducts complex training needs assessments; develops and implements courses and professional development activities.

Manages design and implementation of learning activities and develops long-term strategies. Supervises and/or trains personnel by conducting formal classroom courses, workshops, or seminars. Develops, implements, and maintains training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies.

Education/Experience and/or Equivalent: Master's degree in English, communications, education, public health, and health services research plus 4 years of relevant experience.

SUBJECT MATTER EXPERT

Description: Serves as subject matter expert possessing in-depth knowledge of a particular area such as policy, behavioral science, epidemiology or public health. Provides technical and applied knowledge in the planning, design and delivery of training materials.

Education/Experience and/or Equivalent: Bachelor's degree in health services research, public health, social science, laboratory science, policy science or economics and 4 years of relevant experience. Master's degree preferred.

SUBJECT MATTER EXPERT I

Description: Serves as subject matter expert possessing in-depth knowledge of a particular area such as policy, behavioral science, epidemiology or public health. Provides technical and applied knowledge in the planning, design and delivery of training materials.

Education/Experience and/or Equivalent: Master's degree in health services research, public health, social science, laboratory science, policy science or economics and 4 years of relevant experience.

SURVEY SCIENTIST

Description: Conduct surveys and collect data, using methods such as interviews, questionnaires, focus groups, market analysis surveys, public opinion polls, literature reviews, and file reviews. Determine and specify details of survey projects, including sources of information, procedures to be used, and the design of survey instruments and materials.

Monitor and evaluate survey progress and performance, using sample disposition reports and response rate calculations. Prepare and present summaries and analyses of survey data, including tables, graphs, and fact sheets that describe survey techniques and results. Produce documentation of the questionnaire development process, data collection methods, sampling designs, and decisions related to sample statistical weighting. Develops, selects, adapts, and employs qualitative and quantitative methods, procedures and systems for assessing the efficiency and effectiveness of programs; program policies, practices and procedures; and program-level administrative operations, processes and mechanisms. Uses qualitative and quantitative methods to assess progress toward program goals and objectives. Prepares reports and briefs to program or higher-level leadership which convey study results and recommendations. Designs, oversees, implements, and conducts major scientific surveys/studies or projects to identify and solve public health problems. Identifies and analyzes public health issues and their impact on operations that are critical to the public health community at large. Develops and or uses innovative methodologies and techniques.

Education/Experience and/or Equivalent: Master's degree in public health, social science, health science plus 4 years of relevant experience.

TASK / DATA MANAGER

Description: Serves as task/data manager for large and small, complex task orders (or a group of task orders) management personnel. Responsible for the overall management of the specific task order(s) and ensuring that the requirements and schedules in the task order are being fully supported in a timely manner. Organizes, directs, and coordinates estimating, planning, conducting, producing, monitoring, and reporting of all the support activities. Assigns, schedules, and reviews work of subordinates. Plans, directs, controls, schedules, coordinates, and organizes utilization and management of tasks and projects. Develop and manage database tables, data entry screens, record layout and codebooks. Evaluates alternatives for more efficient and effective accomplishment of work; establishes procedures, and develops documentation. Interfaces with CDC management personnel, CDC technical monitors and staff, and other cognizant CDC officials. Escalates problems in accordance with established procedures. Expertise in completing project tasks and reporting. Experience in the collection of qualitative and quantitative data through various sources and methods such as interviews, focus groups, literature reviews, database queries.

Education/Experience and/or Equivalent: Associates degree plus 4 years of relevant experience.

SENIOR TASK / DATA MANAGER

Description: Serves as task/data manager for large and small, complex task orders (or a group of task orders) management personnel. Responsible for the overall management of the specific task order(s) and ensuring that the requirements and schedules in the task order are being fully supported in a timely manner. Organizes, directs, and coordinates estimating, planning, conducting, producing, monitoring, and reporting of all the support activities. Assigns, schedules, and reviews work of subordinates. Plans, directs, controls, schedules, coordinates, and organizes utilization and management of tasks and projects. Develop and manage database tables, data entry screens, record layout and codebooks. Evaluates alternatives for more efficient and effective accomplishment of work; establishes procedures, and develops documentation. Interfaces with CDC management personnel, CDC technical monitors and staff, and other cognizant CDC officials. Escalates problems in accordance with established procedures.

Expertise in completing project tasks and reporting. Experience in the collection of qualitative and quantitative data through various sources and methods such as interviews, focus groups, literature reviews, database queries.

Education/Experience and/or Equivalent: Bachelor's degree in health services research, public health, social science, business plus two years of relevant experience and 4 years of relevant experience.

TRAINING SPECIALIST

Description: Develops all instructor and student materials. Trains personnel by conducting formal classroom courses, workshops, or seminars. Develops, implements, and maintains training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies.

Education/Experience and/or Equivalent: Associates degree plus 2 years of relevant experience.

WRITER/EDITOR

Description: Writes and/or edits scientific documents and other general or technical materials. Analyzes the subject matter and audience in order to plan clear and accurate presentation of materials. Adapts the style and format of the product to the medium or publication in which it will appear. Performs final review of materials for technical accuracy, style, proper organization, emphasis, and editorial aspects before release.

Education/Experience and/or Equivalent: Bachelor's degree English, communications, education, public health, and health services research. 0 years' Experience.

EXPERIENCE & DEGREE SUBSTITUTION

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education.

Degree/Experience Equivalency*

Degree	Equivalent Experience	Other Equivalence
Bachelors	Associate degree +2 years relevant experience, or 4 years relevant experience	Professional certification or license
Masters	Bachelors degree +2 years relevant experience, or Associate degree +4 years relevant experience	Professional certification or license
Doctorate	Masters degree +2 years relevant experience, or Bachelors + 4 years relevant experience	

* Successful completion of higher education that has not yet resulted in a degree may be counted as 1 for 1 year of experience for each year of college completed.