

**MZK Catalog Rates rates for Onsite and Offiste**

Labor category Experience	Level of	Effective 1/6/2011		Labor category Experience	Level of	Effective 1/6/2011	
		Sub Site	Gov Site			Sub Site	Gov Site
Project Manager II		\$ 127.39	\$ 108.88	Systems Engineer II		\$ 113.15	\$ 96.71
Project Manager III		\$ 164.94	\$ 140.97	Systems Engineer III		\$ 134.06	\$ 114.58
Project manager IV		\$ 187.04	\$ 159.87	Systems Engineer IV		\$ 209.56	\$ 179.11
Project Control Specialist I		\$ 83.04	\$ 70.98	Systems Engineer V		\$ 231.49	\$ 197.86
Project Control Specialist II		\$ 96.39	\$ 82.38	Acquisition Specialist II		\$ 90.03	\$ 76.95
Project Control Specialist III		\$ 117.32	\$ 100.27	Acquisition Specialist III		\$ 127.60	\$ 109.06
Project Support Specialist I		\$ 78.94	\$ 67.47	Acquisition Specialist IV		\$ 157.09	\$ 134.27
Project Support Specialist II		\$ 90.71	\$ 77.53	Acquisition Specialist V		\$ 203.01	\$ 173.51
Project Support Specialist III		\$ 114.24	\$ 97.64	Applications System Analyst II		\$ 110.38	\$ 94.34
Management Analyst II		\$ 91.08	\$ 77.85	Applications System Analyst III		\$ 148.47	\$ 126.89
Management Analyst III		\$ 119.09	\$ 101.78	Applications System Analyst IV		\$ 173.76	\$ 148.51
Management Analyst IV		\$ 161.51	\$ 138.04	Applications System Analyst V		\$ 182.61	\$ 156.08
Budget Analyst II		\$ 90.43	\$ 77.29	Re-engineering		\$ 119.61	\$ 102.23
Budget Analyst III		\$ 120.84	\$ 103.28	Re-engineering		\$ 144.52	\$ 123.52
Budget Analyst IV		\$ 164.09	\$ 140.24	Re-engineering		\$ 177.85	\$ 152.00
Tech Editor/ Writer I		\$ 75.81	\$ 64.79	Re-engineering		\$ 202.44	\$ 173.03
Tech Editor/ Writer II		\$ 91.50	\$ 78.20	Communications Spec II		\$ 98.43	\$ 84.13
Tech Editor/ Writer III		\$ 133.17	\$ 113.82	Communications Spec III		\$ 126.47	\$ 108.10
Admin Specialist I		\$ 76.21	\$ 65.13	Communications Spec IV		\$ 157.64	\$ 134.73
Admin Specialist II		\$ 91.47	\$ 78.18	Communications Spec IV		\$ 209.73	\$ 179.26
Network Engineer II		\$ 109.44	\$ 93.54	Technology, Industry		\$ 128.98	\$ 110.24
Network Engineer III		\$ 135.91	\$ 116.16	Technology, Industry		\$ 172.63	\$ 147.55
Network Engineer IV		\$ 173.40	\$ 148.21	Technology, Industry		\$ 222.16	\$ 189.88
Network Engineer V		\$ 197.06	\$ 168.43	Specialist II		\$ 109.74	\$ 93.79
Database Analyst/ Admin I		\$ 91.89	\$ 78.53	Specialist III		\$ 131.48	\$ 112.37
Database Analyst/ Admin II		\$ 118.84	\$ 101.57	Specialist IV		\$ 164.89	\$ 140.93
Database Analyst/ Admin III		\$ 138.00	\$ 117.95	Specialist V		\$ 236.96	\$ 202.53
Database Analyst/ Admin IV		\$ 182.21	\$ 155.73	Analyst II		\$ 95.86	\$ 81.94
Engineer II		\$ 118.89	\$ 101.62	Analyst III		\$ 119.88	\$ 102.46
Engineer III		\$ 154.23	\$ 131.82	Analyst IV		\$ 150.82	\$ 128.91
Engineer IV		\$ 206.59	\$ 176.58	Analyst V		\$ 197.44	\$ 168.75
Engineer V		\$ 254.23	\$ 217.29	NSHS Subject Matter Expert III		\$ 136.38	\$ 116.57
Ops Research Analyst I		\$ 85.50	\$ 73.08	NSHS Subject Matter Expert IV		\$ 191.63	\$ 163.79
Ops Research Analyst III		\$ 102.38	\$ 87.50	NSHS Subject Matter Expert V		\$ 215.90	\$ 184.53
Ops Research Analyst III		\$ 124.68	\$ 106.57	Research Analyst II		\$ 103.30	\$ 88.29
Ops Research Analyst IV		\$ 158.97	\$ 135.87	Research Analyst III		\$ 132.09	\$ 112.89
Ops Research Analyst V		\$ 246.79	\$ 210.93	Research Analyst IV		\$ 182.92	\$ 156.34
Scientist II		\$ 118.84	\$ 101.57	Research Analyst V		\$ 238.59	\$ 203.92
Scientist III		\$ 137.49	\$ 117.51	Risk Analyst II		\$ 105.09	\$ 89.82
Scientist IV		\$ 202.62	\$ 173.18	Risk Analyst III		\$ 137.72	\$ 117.71
Scientist V		\$ 261.83	\$ 223.79	Risk Analyst IV		\$ 181.71	\$ 155.31
Systems Analyst II		\$ 106.71	\$ 91.21	Risk Analyst V		\$ 230.34	\$ 196.87
Systems Analyst III		\$ 136.81	\$ 116.93	Training Specialist III		\$ 120.30	\$ 102.82
Systems Analyst IV		\$ 179.02	\$ 153.01	Training Specialist IV		\$ 158.47	\$ 135.44
Systems Analyst V		\$ 191.33	\$ 163.53	Training Specialist V		\$ 172.94	\$ 147.82

	LABOR CATEGORY	DESCRIPTION	EDUCATION/ EXPERIENCE LEVELS
<b>PROGRAM AND MANAGEMENT SUPPORT</b>			
1.	Program Manager	Oversees projects of a complex or specialized nature. Provides oversight and management of project development from inception to completion, demonstrated capability in managing complex multi-task contracts, provides guidance and direction across several functional areas including the use of different technologies. Specialized expertise may include advanced education or extensive experience in various technical fields.	IV and V
2.	Project / Task Manager	Serves as the project manager for projects, task orders (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the task order-level task managers, Government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.	II, III and IV
3.	Project Control Specialist	Maintains current project documentation and record of changes including status reports, incurred costs, and cost projections. Assists in establishing budgets, schedules and monitoring performance. Directs all or most activities related to financial and administrative functions, such as budgeting, manpower and resource planning, and financial reporting. May research, report on, and recommend solutions to contractual issues.	I, II and III
4.	Project Support Specialist	Provides a wide variety of activities in support of projects. These activities may include providing specialized support in events and project operations, administrative support to technical and management-level personnel, general office assistance, event planning, etc. Coordinates production and distribution of documentation including development of text and graphics content, utilizes computer tools to produce a variety of output including Web, CD, and DVD-ROM, videotape, advanced audio-visual presentation media including animation, etc.. Prepares technical documentation, collects and analyzes technical literature, organizes and writes descriptive copy, provides clarity, conciseness, and style to written documents. May create or adapt photographs, drawings and other source materials to illustrate concepts. Assists in publication layout and production, etc. Provides multimedia and Web-based technology support, and provides site development and maintenance.	I, II and III
5.	Management Analyst	Develops proposed organizational processes, staffing capabilities, and solutions to assist in meeting National Security and Emergency Preparedness (NS/EP) mission needs. Evaluates alignment of organizational resources and business processes to determine optimal resource allocations, service delivery and performance improvement. Familiar with human resource practices, human capital development, staffing techniques, transition planning, and reorganization approaches. Conducts surveys, interviews, and collects data regarding employee performance and effectiveness. Familiar with Federal personnel recruitment system, outsourcing and in-sourcing strategies, professional development practices and develops proposed policies and procedures relating to building and staffing new or restructured organizational components to meet mission needs.	II, III, and IV
6.	Financial or Budget Analyst	Directs all financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs and diagrams to assist in analyzing problems.	II, III, and IV
7.	Technical Editor or Writer	Gathers, analyzes, translates and composes technical information into clear, readable documents to be used by technical and non-technical personnel. Composes technical documents including, user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology.	I, II and III
8.	Administrative Specialist	Provides administrative support such as technical writing, proofreading, technical editing of word processing and other computer-based documents, integration of various sources into a cohesive product which may be delivered as computer-based magnetic media, preparation of graphical and narrative presentation material. Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations. Performs analysis, development and review of program or functional areas, as required.	I and II
<b>SCIENTIFIC, ENGINEERING, TECHNICAL and ANALYSIS</b>			
1.	Communications / Network Engineer	Provides support in analysis of engineering solutions related to communications (e.g., voice, video, and data; wired, wireless, satellite; Internet protocol, etc.). Also, provides in-depth engineering analysis of communications alternatives for Government agencies in support of their strategic modernization efforts and communications enhancement design for medium and large-scale communication infrastructures. Provides interface support to communications end users, communications operations personnel, and communications strategic program management.	II, III, IV and V
2.	Database Analyst or Administrator	Designs, implements and maintains potentially complex databases, access methods, access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods. Maintains database dictionaries, monitors standards and procedures and integration of systems through database design.	I, II, III and IV
3.	Engineer	Engineering professional capable of design and requirements analysis, systems development and acquisition, modeling and simulation, systems engineering and analysis, and systems test and evaluation. Individuals may be capable of translation and analysis of technical material from foreign language sources. Engineering specialties may include: <ul style="list-style-type: none"> <li>• Telecommunications / communications</li> <li>• Computer</li> <li>• Electrical</li> <li>• Software</li> </ul>	II, III, IV and V

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7.	Technical Editor or Writer	Gathers, analyzes, translates and composes technical information into clear, readable documents to be used by technical and non-technical personnel. Composes technical documents including, user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology.	I, II and III
8.	Administrative Specialist	Provides administrative support such as technical writing, proofreading, technical editing of word processing and other computer-based documents, integration of various sources into a cohesive product which may be delivered as computer-based magnetic media, preparation of graphical and narrative presentation material. Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations. Performs analysis, development and review of program or functional areas, as required.	I and II
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4.	Operations Research Analyst	Responsible for the development and application of quantitative analytical methods, including models and simulations. Performs analysis applying appropriate scientific, mathematical and engineering processes and modeling techniques to the life-cycle development of systems. Performs analyses and trade-off studies related to operational issues and reviews test plans to ensure measures-of-effectiveness address operational requirements. Reviews plans for system integration, operation, and maintenance and assists in the development of training for operational personnel. Applies operations research methodology to defining and formulating economic analyses and related benefit, cost, and risk studies.	I, II, III, IV and V
5.	Scientist	Conducts scientific research and provides leading technical knowledge in NS/EP communications related fields. Primary contributor in application of scientific principles to develop technical solutions. Applies scientific expertise in defining and resolving NS/EP communication system issues, performing analyses, and develops plans and requirements in the subject-matter area for complex systems. Develops technical concepts, plans for implementation, monitors technical progress, designs tests, assesses performance data, and develops solutions to technical problems. Assists other technical employees by providing expert advice, training, and technical guidance as necessary. Authors, edits, and contributes to production of technical reports and other technical products, such as overall project concepts and descriptions, test plans, and technical reports.	II, III, IV and V
6.	Systems Analyst	Analyzes complex systems involving communications technology, information systems, and public policy and business systems. Provides analysis and solutions identification for problems within existing systems or proposed new systems. Participates in analysis, design and development of advanced communication systems. Evaluates problems of network performance, organization and planning and develops appropriate corrective action in an analytical and systematic manner. Responsible for understanding the needs of stakeholders in a complex systems environment. Applies state of the art tools and techniques for systems analysis.	II, III, IV and V
7.	Systems Engineer	Analyzes functional business requirements and design specifications. Provides analysis and solutions identification for problems within existing systems or proposed new systems. Participates in analysis, design and development of next generation communication systems. Responsible for understanding the needs of the customers and the realities of commercially available communications and Internet products and creating requirements that will allow implementation by the architecture and engineering team and commercial off-the-shelf (COTS) products.	II, III, IV and V

OTHER ANALYSIS / SUBJECT MATTER EXPERTISE / OPERATIONS SPECIALIST SUPPORT			
1	Acquisition Specialist	Advises and provides support to agency officials on a wide range of acquisition matters, including contracting and supplier sourcing strategies, technical requirements and performance specifications, cost analyses, alternatives analyses, market research, contractual terms and conditions, procurement policies, and matters relating to compliance with the Federal Acquisition Regulation and agency guidance. Must be capable of meeting strict non-disclosure and conflict of interest restrictions relevant to the program.	II, III, IV and V
2	Application Systems Analyst	Provides analysis and design of business systems for different applications such as: financial, accounting, human resources, and other enterprise systems. Handles instruction and service requirements; works closely with end users on project development and implementation. Analysts should have a working knowledge of relational database environments, structured analysis, data modeling, information engineering, mathematical model building, sampling, and cost accounting to plan the system. They must be able to specify the inputs to be accessed by the system, design the processing steps, and format the output to meet the users' needs. They also may prepare cost-benefit and return-on-investment analyses to help management decide whether implementing the proposed system will be financially feasible. Requirements include excellent verbal and written communications skills.	II, III, IV and V
3	Business Process Re-engineering Specialist	Applies process improvement and reengineering methodologies and principles to conduct process modernization. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Should apply as appropriate, activity data modeling, transaction flow analysis, and internal control and risk analysis, modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and system architecture objectives.	II, III, IV and V
4	Communications Specialist	Analyzes communications protocols, networks, and architectures (e.g., traffic, connect time, transmission speeds, packet sizes and throughput) and recommends procurement, removals and modifications to network components. Designs and optimizes network topologies and site configurations. Advises on installations, transitions and cut-over of communications components and capabilities. Assists other project members with analysis and evaluation, and with the preparation of recommendations for improvements, optimization, development and/or maintenance efforts in networking and communications.	II, III, IV and V
5	Communications Technology, Industry Analyst	Consults in highly specialized, leading edge information technologies and methodologies; Provides highly technical and specialized guidance concerning solutions to complex communications processing problems; Performs elaborate analyses and studies; Prepares reports and gives presentations; The senior NS/EP analyst manages the project work as defined by the Government. Leads medium to large complex projects and major phases of very large projects. Provides highly technical and specialized guidance and solutions to complex NS/EP problems; performs elaborate analyses and studies. The senior analyst also manages the fact-finding, analysis and development of hypothesis/conclusions, production of final reports and delivery of presentations. Responsible for ensuring that the project delivers to Government expectations on time and to budget.	III, IV and V
6	Disaster Recovery Specialist	Responsible for analyzing policies, developing solutions, and assessing operations relating to emergency management and business recovery plans. Contributes knowledge of business operations and processes, management structures, technology programs/platforms and performs functions pertaining to the agency's business risk assessment. Reviews and develops business recovery strategies. Drafts procedures for identifying failures and invoking contingency plans, creates response procedures and identifies communication channels. Communicates with various response teams during testing, actual execution of recovery procedures and supports the design, development, installation, implementation and administration of backup solutions. Also, makes recommendations to the user community and the operations group on system enhancements, designs and administers programs to include policies, standards, guidelines, training programs and a viable quality assurance process for disaster recovery.	II, III, IV and V
7	Mission Assurance Analyst	Applies knowledge of the NS/EP mission area to develop and refine concepts of operations and operational plans that make optimum use of existing and planned systems to meet mission needs. As required, participates in the development of system concepts, system requirements, concepts of operation, and training requirements in every phase of the system development process. Includes planning, performing, and supervising the day-to-day operational functions associated with the mission.	II, III, IV and V
8	National Security, Homeland Security Subject Matter Expert	Executive level expert in designated engineering, scientific, or program specialty. Support the research, development, testing, and evaluation of policies, solutions, technologies relevant to NS/EP communications. Must be thoroughly familiar with area of specialization relating to NS/EP programs. Assists other project members with analysis and evaluation and with the preparation of recommendations for policy and process improvements, optimization, development, and/or maintenance efforts in areas of expertise, which may include the following: continuity of operations planning (COOP); NS/EP communications; communication protocols, emerging communication technologies, cyber security, information assurance, critical infrastructure protection; first responder operations, emergency response and preparedness, physical security, incident command operations, anti-terrorism information system architectures; networking; risk management; software development methodologies; and modeling and simulation. Individuals may need to be capable of translation and analysis of technical material from foreign language sources.	III, IV and V
9	Research Analyst	Collects and analyzes data on selected topics in a wide range of subjects, including national communications policy, technology developments, industry trends, engineering, physical or social sciences, economics, geopolitics, business development, international affairs, business and market analysis, financial and security disciplines. Capable of using analytical software tools including word processing, spreadsheets, database applications, Internet search tools, and public and private information resources. May include translations to and from foreign languages, with analysis.	II, III, IV and V
10	Risk Analyst	Applies quantitative and qualitative risk management skills as they relate to NS/EP technical processes, projects, and programs. Conducts assessments of risk relevant to NS/EP policies and operations. This may include threat, vulnerability and consequence analysis, applying knowledge to different industries, including chemical, biological, radiological, nuclear and explosive (CBRNE), water or electric power. Develop analytical tools for modeling risk. Develops, documents, and tracks risk management products, risk mitigation plans, and contingency plans. Works with subject matter experts and various stakeholders to facilitate the identification, documentation, analysis, monitoring, mitigation, and tracking of risks.	II, III, IV and V
11	Training Specialist	Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Gathers and assembles information pertaining to the subject matter, organizes and condenses materials. Develops courses and instructional material. Provides support for coordinating, developing, and delivering computer-related training to the user community. Develops and revises these courses and prepares appropriate training catalogs. Develops courses and instructional material to educate technical and non-technical personnel in the appropriate NS/EP training topic(s). Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Provides second level support and coordinates training with the help desk. Provides standards, services, and guidance on NS/EP related training programs that are designed to enable Government agency personnel to use information technologies and systems more productively. Services include the development, delivery, and/or coordination of training courses and materials that address specific agency needs. Possesses thorough knowledge of appropriate hardware and software used in training scenarios. Must understand related technical terminology and how they are applied in everyday business situations. Must possess exceptional interpersonal skills and superior oral and written communication skills.	III, IV and V

### Experience and Education Tables.

**Education and Experience:**

Labor Category descriptions, education, and experience levels below directly related to the labor category and all diplomas, GED certificates, and degrees will be from accredited institutions that can be readily verifiable.

Education & Experience by					Equivalent Education/Experience by		
		Level/Descriptor			Level/Descriptor		
Level	Descriptor	Education	and	Experience	Education	and	Experience
I	Junior/Associate	Associate's Degree or higher	and	2 years	High School/GED	and	4 years
II	Intermediate	Bachelor's Degree	and	3 years	High School/GED	and	7 years
					Associate		5 years
					Master		1 years
III	Senior	Bachelor's Degree	and	6 years	High School/GED	and	10 years
					Associate		8 years
					Master		4 years
					Doctorate		<1 year
IV	Lead or Principal	Master's Degree	and	10 years	High School/GED	and	16 years
					Associate		14 years
					Bachelor		12 years
					Doctorate		6 years
V	Chief	Master's Degree or higher	and	20 years	Bachelor	and	22 years
					Doctorate		14 years