



# Contract Award Notification Update

## Subject: CPI Increase

DATE: September 28, 2016      AWARD #: [22957](#)      GROUP #: 79536

AWARD DESCRIPTION: USAF Rome Laboratory Services (NYSTEC)

CONTRACT PERIOD: September 12, 2015 – September 11, 2020

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CONTRACT NO.: PN20500      CONTRACTOR: New York State Technology Enterprise Corp. (NYSTEC)

### TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Effective October 1, 2016, the Total Hourly Rates for the NYSTEC contract can be found below.

NYSTEC Labor Category	October 1, 2015 - September 30, 2016	October 1, 2016 - September 30, 2017
Sr. Network Security Analyst	\$238.88	\$241.28
Network Security Analyst	\$220.52	\$222.72
Senior Engineer/Manager	\$191.12	\$193.04
Engineer/ Analyst VI	\$181.92	\$183.76
Engineer/Analyst V	\$171.80	\$173.52
Sr. Engineer/Manager IV	\$162.64	\$164.28
Engineer/Analyst IV	\$147.92	\$149.40
Senior Engineer/Analyst III	\$133.24	\$134.56
Engineer/Analyst III	\$124.04	\$125.28
Senior Engineer/Analyst II	\$110.24	\$111.32
Engineer/Analyst II	\$100.16	\$101.16
Senior Engineer/Analyst I	\$95.56	\$96.52
Engineer/Analyst I	\$90.96	\$91.88
Support Specialist IV	\$76.24	\$77.00
Support Specialist III	\$67.08	\$67.76
Support Specialist II	\$52.36	\$52.88

Support Specialist I	\$37.64	\$38.00
The rates presented are standard hourly rates exclusive of all travel costs. Authorized users are free to negotiate a lower rate with NYSTEC.		

All other terms and conditions remain the same.



**APPENDIX C: PRICING SCHEDULES**

**CONTRACT PN20500**

**BETWEEN**

**THE NEW YORK STATE OFFICE OF GENERAL SERVICES**

**AND**

**NEW YORK STATE TECHNOLOGY ENTERPRISE CORPORATION  
(NYSTEC)**



**New York State Net Pricing: Effective September 12, 2015-September 11, 2016**

<b><u>NYSTEC Job Title</u></b>	<b><u>Standard Hourly Billing Rates</u></b>
Sr. Network Security Analyst	\$238.88
Network Security Analyst	\$220.52
Senior Engineer/Manager	\$191.12
Engineer/ Analyst VI	\$181.92
Engineer/Analyst V	\$171.80
Sr. Engineer/Manager IV	\$162.64
Engineer/Analyst IV	\$147.92
Senior Engineer/Analyst III	\$133.24
Engineer/Analyst III	\$124.04
Senior Engineer/Analyst II	\$110.24
Engineer/Analyst II	\$100.16
Senior Engineer/Analyst I	\$95.56
Engineer/Analyst I	\$90.96
Support Specialist IV	\$76.24
Support Specialist III	\$67.08
Support Specialist II	\$52.36
Support Specialist I	\$37.64

**Standard Hourly Billing rates do not include travel expenses**

Statements of Work which were fully executed by NYSTEC and an Authorized User prior to September 12, 2015 shall be governed by the Contract terms and conditions in effect at the time of execution. Notwithstanding the foregoing, however, nothing in this paragraph shall prohibit Authorized users from negotiating more favorable terms on Statements of Work fully executed before the effective date of this contract.

## 1. Use of Standard Hourly Rates and Fully-burdened/Travel Rates

1. New York State Executive Agencies are required to use the applicable Standard Hourly Billing Rates specified in section (1) of this Appendix C (“NYS Net Pricing: Effective September 12, 2015”) and shall not request any fully-burdened (Travel) Rates (rates that include a premium designed to compensate for travel expenses) from NYSTEC.
  - a. If travel is required as part of the SOW, New York State Executive Agencies are advised to include those estimates as a separate line item in the cost proposal.
  - b. No SOW may include reimbursement to NYSTEC for expenses incurred for travel to and from the Consultant’s designated work location (commuting expenses).
  - c. For any travel expenses included in the SOW, the Contractor shall be reimbursed for mileage, lodging and meals only to the extent authorized by the NYS Office of the State Comptroller as further set forth at: <http://www.osc.state.ny.us/agencies/travel/reimbrate.htm>. All travel estimates shall be derived from OSC travel manual.
  - d. The Contractor is responsible for keeping adequate records to substantiate any claims for reimbursement by personnel for travel in performance of the services.
2. Authorized Users, other than New York State Executive Agencies, shall have the option of requesting the Standard Hourly Bill Rates specified in section (1) (“NYS Net Pricing: Effective September 12, 2015”) and/or fully-burdened (Travel) rates.
  - a. Fully-burdened (Travel) Rates shall be calculated as the applicable Standard Hourly Bill Rate specified in section (1) above (“NYS Net Pricing: Effective September 12, 2015”) plus the fixed travel burden amount as agreed upon in the SOW, provided that in no case shall the fixed travel burden amount exceed \$55 per hour. Authorized Users requesting fully-burdened (Travel) rates are encouraged to negotiate a fixed burden amount which is less than the maximum \$55.00 per hour as project travel needs may dictate.
  - b. NYSTEC Standard Hourly Billing Rates are utilized for effort conducted at NYSTEC’s home offices and the Authorized User’s designated work location. Fully-burdened Rates are utilized for effort conducted when NYSTEC employees are required to travel to Client facilities. Fully-burdened (Travel) Rates are inclusive of all travel expenses and the Authorized User shall not be invoiced separately for travel expenses.
3. The Contractor is responsible for keeping adequate records to substantiate any claims for the performance of the services.

#### 4. CPI Adjustments for Standard Hourly Billing Rates

- a. Prior to the start of each Contract year NYSTEC may submit a written request for a rate increase for the Standard Hourly Bill rates listed in this Appendix.
- b. The written request shall be submitted to the OGS Contract Administrator no earlier than August 1<sup>st</sup> and no later than October 1st.
- c. Rate increases not to exceed 3% or decreases will be based upon fluctuations in the latest published copy of the Consumer Price Index (CPI) for all urban consumers (CPI-U) as published 90 days prior to September for the preceding 12 month period by the U.S. Department of Labor, Bureau of Labor Statistics, Washington D.C. 20212.. The index is also available through the Internet at the Bureau of Labor Statistics web site at <http://stats.bls.gov/>. Go to “Subject Areas” then click “Consumer Price Index” and then click on “CPI Tables” then click on “Table Containing History of CPI-U U.S. All Items Indexes and Annual % Changes 1913 to Present.”
- d. Calculation of CPI Adjustment: Price adjustments using the CPI involve changing the base payment by the percent change in the level of the CPI between the reference period and a subsequent time period. This is calculated by first determining the index point change between the two periods and then the percent change. The price adjustment shall be calculated as follows. Take the CPI for the 3rd month prior to the month of the start date of the Contract and subtract this figure from the CPI value for the 3rd month prior to the anniversary date of the Contract. (e.g., if start date begins in December, use the September CPI). That sum is then divided by the CPI value for the original 3rd month prior to start date and this result is then multiplied by 100 to equal the percent change that is the price adjustment value. A percentage of increase not exceeding 3% or the decrease shall be applied to the Contract year, effective on the latter of the anniversary date or upon notification by OGS.

The following example illustrates the computation of percent change:

CPI for current period	136.0
Less CPI for previous period	133.0
Equals index point change	3.0
Divided by previous period CPI	133.0
Equals	0.023
Result multiplied by 100	0.023 x 100
Equals percent change	2.3

## 2. Labor Category (Job Title) Definitions and Minimum Experience Requirements

Note: For all Labor Category (Job Title) education and experience requirements, the following shall apply:

Technical Specialty Degree Examples: Computer Science, Engineering, Management Information Systems, Mathematics, and Optics

Professional Specialty Degree Examples: Business Administration, Finance/Accounting, and Organizational Management

### **a) Senior Network Security Analyst**

#### **I. Minimum Education and Experience Level:**

- Bachelor's degree in a technical specialty AND 15+ years of relevant experience, as referenced in Paragraph II below.
- OR**
- Master's degree in a technical specialty AND 12+ years of relevant experience, as referenced in Paragraph II below.
- OR**
- Ph.D. in a technical specialty AND 12+ years of relevant experience, as referenced in Paragraph II below.

#### **II. Relevant Experience:**

This may include functioning as a Chief Information Security Officer who has demonstrated mastery of a highly complex information security field(s). Experience demonstrates mastery in providing advisory services relating to cyberspace with a complete understanding of a corporate-wide global information risk management program to ensure information assets are adequately protected. Experience would typically reflect a top-level contributor who is responsible for identifying, evaluating, protecting against, and reporting on information security risks in a manner that meets compliance and regulatory requirements, and aligns with and supports the risk posture of the enterprise. Experience includes acting as a visionary leader with strong skills in business management and a detailed working knowledge of information security technologies. Experience may have also illustrated the ability to determine the direction of a large, innovative, and complex cyber security program. The value of the job is considered to be highly influential as it reflects current industry trends, movements, and developments coupled with the high influence and impact of the job to the current and future direction of the organizational unit and its IT function. The industry market reflects high value and high demand for jobs considering the sophistication and intricacy of the competency required.

#### **III. Additional Required Skills and Competencies (Within or in addition to relevant experience):**

Minimum of 10 years of experience demonstrating proven skills and competencies related to influencing change, managing relationships and responsiveness, and masterful communication. A NYSTEC consultant at this level has high interpersonal and leadership skills, and uses expertise, influence, and

personal skills to ensure fulfillment of project tasking and deliverables in accordance with the approved proposal. Some examples of this include, but are not limited to, the following:

1. Program Manager on large multi-million dollar programs
2. Project Manager on multiple (5+) projects
3. Official Customer Liaison on multiple projects
4. Subject Matter Expert (SME) on multiple projects

#### **IV. Skills (Areas of Specialization) and Example Industry Certifications:**

Specialized skills and example industry certifications in one or more of the following areas of specialization:

1. Information Security (example certifications: CISSP, GIAC, CFCI, EnCE)
2. Converged Networks (specialized skills: Wireless Metropolitan and/or Wide Area Networks; Land Mobile Radio; Fiber Optic Metropolitan and/or Regional Networks)
3. IT Strategy and Organization (specialized skills: Enterprise Architecture; IT Policies; IT Strategic Planning)

### **b) Network Security Analyst**

#### **I. Minimum Education and Experience Level:**

- Bachelor's degree in a technical specialty AND 10+ years of relevant experience, as referenced in Paragraph II below.
- OR**
- Master's degree in a technical specialty AND 10+ years of relevant experience, as referenced in Paragraph II below.
- OR**
- Ph.D. in a technical specialty AND 10+ years of relevant experience, as referenced in Paragraph II below.

#### **II. Relevant Experience:**

This may include functioning as an Information Security Officer who has demonstrated mastery of a highly complex information security field(s). Experience demonstrates mastery in providing advisory services relating to cyberspace with a complete understanding of a corporate-wide global information risk management program to ensure information assets are adequately protected. Experience would typically reflect a top-level contributor who is responsible for identifying, evaluating, protecting against, and reporting on information security risks in a manner that meets compliance and regulatory requirements, and aligns with and supports the risk posture of the enterprise. Experience includes acting as a visionary leader with strong skills in business management and a detailed working knowledge of information security technologies. Experience may have also illustrated the ability to determine the direction of a large, innovative, and complex cyber security program. The value of the job is considered to be highly influential as it reflects current industry trends, movements, and developments coupled with the high influence and impact of the job to the current and future direction of the organizational unit and its IT function. The industry market reflects high value and high demand for jobs considering the sophistication and intricacy of the competency required.

#### **III. Additional Required Skills and Competencies (Within or in addition to relevant experience):**

Minimum of 7 years of experience demonstrating proven skills and competencies related to influencing change, managing relationships and responsiveness, and masterful communication. A NYSTEC consultant at this level has high interpersonal and leadership skills, and uses expertise, influence, and

personal skills to ensure fulfillment of project tasking and deliverables in accordance with the approved proposal. Some examples of this include, but are not limited to, the following:

1. Program Manager on multi-million dollar programs
2. Project Manager on multiple (5+) projects
3. Official Customer Liaison on multiple projects
4. Subject Matter Expert (SME) on multiple projects

#### **IV. Skills (Areas of Specialization) and Example Industry Certifications:**

Specialized skills and example industry certifications in one or more of the following areas of specialization:

1. Information Security (example certifications: CISSP, GIAC, CFCI, EnCE)
2. Converged Networks (specialized skills: Wireless Metropolitan and/or Wide Area Networks; Land Mobile Radio; Fiber Optic Metropolitan and/or Regional Networks)
3. IT Strategy and Organization (specialized skills: Enterprise Architecture; IT Policies; IT Strategic Planning, IT Project Portfolio Management)

### **c) Senior Engineer/Manager**

#### **I. Minimum Education and Experience Level:**

- Bachelor's degree in a technical or professional specialty AND 10+ years of relevant experience, including 5+ years of program/project management experience **OR** 2+ years of management experience, as referenced in Paragraph II below.  
**OR**
- Master's degree in a technical or professional specialty AND 10+ years of relevant experience, including 5+ years of program/project management experience **OR** 2+ years of management experience, as referenced in Paragraph II below.  
**OR**
- Ph.D. in a technical or professional specialty AND 10+ years of relevant experience, including 5+ years of program/project management experience **OR** 2+ years of management experience, as referenced in Paragraph II below.  
**OR**
- Any equivalent combination of education, advanced training (e.g., specialized engineering school, law enforcement, military) AND 30+ years of relevant experience, as referenced in Paragraph II below. The determination of equivalency for this purpose shall be subject to prior approval of the Authorized User.

#### **II. Relevant Experience:**

This may include functioning as a lead program/project manager who has demonstrated a mastery of experience in the Information Technology field. Experience demonstrates a mastery of relevant specialty area(s) serving as the lead program manager and/or project manager on complex IT projects. May also have experience gained in a variety of settings, functioning as a director or deputy director overseeing the analysis, design, development, procurement, and integration of IT solutions in large-scale complex projects. The value of the job is considered to be highly influential as it reflects current industry trends, movements, and developments coupled with the high influence and impact of the job to the current and future direction of the organizational unit and its IT function. The industry market reflects high value and demand for jobs considering the sophistication and intricacy of the competency required.

#### **III. Additional Required Skills and Competencies (Within or in addition to relevant experience):**

Minimum of 7 years of experience demonstrating proven skills and competencies related to influencing change, managing relationships and responsiveness, and masterful communication. A NYSTEC consultant at this level has high interpersonal and leadership skills, and uses expertise, influence, and personal skills to ensure fulfillment of project tasking and deliverables in accordance with the approved proposal. Some examples of this include, but are not limited to, the following:

1. Program Manager on large multi-million dollar programs
2. Project Manager on multiple (5+) projects
3. Official Customer Liaison on multiple projects
4. Subject Matter Expert (SME) on multiple projects

- **Skills (Areas of Specialization) and Example Industry Certifications:**

Specialized skills and example industry certifications in one or more of the following areas of specialization:

1. Information Security (example certifications: CISSP, PMP)
2. Technology Acquisition (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security, CBAP, PMP)
3. Converged Networks (specialized skills: Wireless Metropolitan and/or Wide Area Networks; Land Mobile Radio; Fiber Optic Metropolitan and/or Regional Networks)
4. Healthcare IT (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security, CBAP, CPHIMSS, PMP)
5. IT Strategy and Organization (specialized skills: Enterprise Architecture; IT Policies; IT Strategic Planning)

## **d) Engineer/Analyst VI**

### **I. Minimum Education and Experience Level:**

- Bachelor's degree in a technical or professional specialty AND 10+ years of relevant experience, including 2+ years of supervisory experience (for supervisory positions only), increasing independence, and complexity of knowledge and assignments, as referenced in Paragraph II below.

**OR**

- Master's degree in a technical or professional specialty AND 10+ years of relevant experience, including 2+ years of supervisory experience (for supervisory positions only), increasing independence, and complexity of knowledge and assignments, as referenced in Paragraph II below.

**OR**

- Ph.D. in a technical or professional specialty AND 6-10 years of relevant experience, including 5 years of supervisory experience (for supervisory positions only).

### **II. Relevant Experience:**

This may include functioning as a senior information technology professional who has demonstrated mastery of a highly complex specialty field(s). Experience demonstrates mastery (i.e., expert level) in providing technical advisory services relating to specialty technology area(s) and/or the demonstrated ability to manage a "unit" of information technology professionals who have provided state-of-the-art support services. Experience would typically reflect an expert, top-level contributor intrinsically involved in the overall development and direction of unprecedented information technology having industry-wide impact. Experience may have also illustrated the ability to determine the direction of a large, innovative and complex information technology program with a staff of subordinates. The value of the job is considered to be highly influential as it reflects current industry trends, movements, and developments coupled with the high influence and impact of the job to the current and future direction of the organizational unit and its IT

function. The industry market reflects high value and demand for jobs considering the sophistication and intricacy of the competency required.

### **III. Additional Required Skills and Competencies (Within or in addition to relevant experience):**

Minimum of 5 years of experience demonstrating proven skills and competencies related to influencing change, managing relationships and responsiveness, and masterful communication. A NYSTEC consultant at this level has high interpersonal and leadership skills, and uses expertise, influence, and personal skills to ensure fulfillment of project tasking and deliverables in accordance with the approved proposal. Some examples of this include, but are not limited to, the following:

1. Program Manager on large multi-million dollar programs
2. Project Manager on multiple (5+) projects
3. Official Customer Liaison on multiple projects
4. Subject Matter Expert (SME) on multiple projects

### **IV. Skills (Areas of Specialization) and Example Industry Certifications:**

Specialized skills and example industry certifications in one or more of the following areas of specialization:

1. Information Security (example certifications: CISSP, PMP)
2. Technology Acquisition (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security, CBAP, PMP)
3. Converged Networks (specialized skills: Wireless Metropolitan and/or Wide Area Networks; Land Mobile Radio; Fiber Optic Metropolitan and/or Regional Networks)
4. Healthcare IT (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security, CBAP, CPHIMSS, PMP)
5. IT Strategy and Organization (specialized skills: Enterprise Architecture; IT Policies; IT Strategic Planning)

## **e) Engineer/Analyst V**

### **I. Minimum Education and Experience Level:**

- Bachelor's degree in a technical or professional specialty degree AND 10+ years of relevant experience , increasing independence, and complexity of knowledge and assignments, as referenced in Paragraph II below.

**OR**

- Master's degree in a technical or professional specialty degree AND 10+ years of relevant experience increasing independence, and complexity of knowledge and assignments, as referenced in Paragraph II below.

**OR**

- Ph.D. in a technical or professional specialty degree AND 6-10 years of relevant experience, , as referenced in Paragraph II below.

**OR**

- Any equivalent combination of education, advanced training (e.g., specialized engineering school, law enforcement, military) AND 30+ years of relevant experience, as referenced in Paragraph II below. The determination of equivalency for this purpose shall be subject to prior approval of the Authorized User.

### **II. Relevant Experience:**

This may include functioning as a widely recognized "expert" in information technology. Experience demonstrates the individual's proficiency in providing technical advisory services relating to specialty technology area(s) and/or demonstrated ability to manage a "unit" of information technology professionals who have provided state-of-the-art advisory services. Experience would typically reflect functioning as a high-level expert and visionary leader to information technology that has far-reaching impact, and the ability to determine the direction of an innovative information technology program with a staff of subordinates. The value of the job is considered significant, as it reflects current industry trends, movements, and developments, coupled with the high importance of the job to the current and future direction of the organizational unit and its IT function. The industry market reflects high value for similar jobs considering the competency and skills required.

### **III. Additional Required Skills and Competencies (Within or in addition to relevant experience):**

Minimum of 5 years of experience demonstrating proven skills and competencies related to influencing change, managing relationships and responsiveness, and masterful communication. A NYSTEC consultant at this level has high interpersonal and leadership skills, and uses expertise, influence, and personal skills to ensure fulfillment of project tasking and deliverables in accordance with the approved proposal. Some examples of this include, but are not limited to, the following:

1. Project Manager on multiple (2+) projects
2. Official Customer Liaison on multiple projects
3. Subject Matter Expert (SME) on multiple projects

### **IV. Skills (Areas of Specialization) and Example Industry Certifications:**

Specialized skills and example industry certifications in one or more of the following areas of specialization:

1. Information Security (example certifications: CISSP, PMP)
2. Technology Acquisition (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security, CBAP, PMP)
3. Converged Networks (specialized skills: Wireless Metropolitan and/or Wide Area Networks; Land Mobile Radio; Fiber Optic Metropolitan and/or Regional Networks)
4. Healthcare IT (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security, CBAP, CPHIMSS, PMP)
5. IT Strategy and Organization (specialized skills: Enterprise Architecture; IT Policies; IT Strategic Planning)

## **f) Senior Engineer/Analyst IV**

### **I. Minimum Education and Experience Level:**

- Bachelor's degree in a technical or professional specialty AND 15 years of relevant experience with increasing independence and complexity of assignments, as referenced in Paragraph II below.  
**OR**
- Master's degree in a technical or professional specialty AND 6-10 years of relevant experience with increasing independence and complexity of assignments, as referenced in Paragraph II below.  
**OR**
- Ph.D. in a technical or professional specialty AND 3-5 years of relevant experience with increasing independence and complexity of assignments, as referenced in Paragraph II below.  
**OR**
- Any equivalent combination of education, advanced training (e.g., specialized engineering school, law enforcement, military) AND 25+ years of relevant experience, as referenced in Paragraph II

below. The determination of equivalency for this purpose shall be subject to prior approval of the Authorized User.

## **II. Relevant Experience:**

This may include functioning as a widely recognized "expert" in information technology and related specialty field(s). Experience also demonstrates the individual's ability to provide elite technical advisory services and/or the demonstrated ability to manage a "unit" of information technology professionals engaged in the analysis of state-of-the-art IT systems and services. Experience gained in a variety of settings, functioning as a thought leader, IT director and/or IT luminary. The value of the job is considered to have some significance in relation to industry trends, movements, and developments, coupled with the impact of the job to the current and future direction of organizational units and their IT function, and considering the impact on systems and organizational goals. There is limited demand or value of comparable jobs in the overall industry.

## **III. Additional Required Skills and Competencies (Within or in addition to relevant experience):**

Minimum of 5 years of experience demonstrating proven skills and competencies related to influencing change, managing relationships and responsiveness, and masterful communication. A NYSTEC consultant at this level has high interpersonal and leadership skills, and uses expertise, influence, and personal skills to ensure fulfillment of project tasking and deliverables in accordance with the approved proposal. Some examples of this include, but are not limited to, the following:

1. Project Manager on multiple (2+) projects
2. Official Customer Liaison on multiple projects
3. Subject Matter Expert (SME) on multiple projects

## **IV. Skills (Areas of Specialization) and Example Industry Certifications:**

Specialized skills and example industry certifications in one or more of the following areas of specialization:

1. Information Security (example certifications: CISSP, PMP)
2. Technology Acquisition (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security, CBAP, PMP)
3. Converged Networks (specialized skills: Wireless Metropolitan and/or Wide Area Networks; Land Mobile Radio; Fiber Optic Metropolitan and/or Regional Networks)
4. Healthcare IT (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security, CBAP, CPHIMSS, PMP)
5. IT Strategy and Organization (specialized skills: Enterprise Architecture; IT Policies; IT Strategic Planning)

## **g) Engineer/Analyst IV**

### **I. Minimum Education and Experience Level:**

- Bachelor's degree in a technical or professional specialty AND 10+ years of relevant experience, as referenced in Paragraph II below.
- OR**
- Master's degree in a technical or professional specialty AND 6-10 years relevant experience, as referenced in Paragraph II below.
- OR**
- Ph.D. in a technical or professional specialty AND 3-5 years relevant experience, as referenced in Paragraph II below.

**OR**

- Any equivalent combination of education, advanced training (e.g., specialized engineering school, law enforcement, military) AND 20+ years of relevant experience, as referenced in Paragraph II below. The determination of equivalency for this purpose shall be subject to prior approval of the Authorized User.

**II. Relevant Experience:**

This may include functioning as a senior information technology professional demonstrating mastery of the principles of the work to be performed. Experience demonstrates a mastery of relevant specialty area(s) serving as the technical lead on complex projects. Has developed or directed the development of solutions to complex problems and projects where innovation is required. Experience gained in a variety of settings, functioning as a thought leader, IT (functional) director, and/or IT luminary. The value of the job is considered to be highly influential as it reflects current industry trends, movements, and developments coupled with the high influence and impact of the job to the current and future direction of the organizational unit and its IT function. The industry market reflects high value and demand for jobs considering the sophistication and intricacy of the competency required.

**III. Additional Required Skills and Competencies (Within or in addition to relevant experience):**

Minimum of 5 years of experience demonstrating proven skills and competencies related to influencing change, managing relationships and responsiveness, and masterful communication. A NYSTEC consultant at this level has high interpersonal and leadership skills, and uses expertise, influence, and personal skills to ensure fulfillment of project tasking and deliverables in accordance with the approved proposal. Some examples of this include, but are not limited to, the following:

1. Project Manager on multiple (2+) projects
2. Official Customer Liaison on multiple projects
3. Subject Matter Expert (SME) on multiple projects

**IV. Skills (Areas of Specialization) and Example Industry Certifications:**

Specialized skills and example industry certifications in one or more of the following areas of specialization:

1. Information Security (example certifications: CISSP, PMP)
2. Technology Acquisition (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security, CBAP, PMP)
3. Converged Networks (specialized skills: Wireless Metropolitan and/or Wide Area Networks; Land Mobile Radio; Fiber Optic Metropolitan and/or Regional Networks)
4. Healthcare IT (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security, CBAP, CPHIMSS, PMP)
5. IT Strategy and Organization (specialized skills: Enterprise Architecture; IT Policies; IT Strategic Planning)

**h) Senior Engineer/Analyst III****I. Minimum Education and Experience Level:**

- Bachelor's degree in a technical or professional specialty AND 8-12 years of relevant experience, with increasing independence and complexity of assignments, as referenced in Paragraph II below.

**OR**

- Master's degree in a technical or professional specialty AND 3-5 years of relevant experience, with increasing independence and complexity of assignments, as referenced in Paragraph II below.  
**OR**
- Ph.D. in a technical or professional specialty AND 0-3 years of relevant experience, with increasing independence and complexity of assignments, as referenced in Paragraph II below.  
**OR**
- Any equivalent combination of education, advanced training (e.g., specialized engineering school, law enforcement, military) AND 18+ years of relevant experience, as referenced in Paragraph II below. The determination of equivalency for this purpose shall be subject to prior approval of the Authorized User.

## **II. Relevant Experience:**

This may include functioning as a senior information technology professional demonstrating expertise in the principles of the work to be performed. Experience demonstrates technical mastery in relevant specialty areas with exposure to a wide range of issues, situations, and problems that are relatively uncommon in the industry. Has performed work on systems, networks, etc., comparable with those at client sites and is immediately able to enhance the job performed. Experience gained in a variety of settings, and could include analysis, design, and development of system-level requirements, strategies, and IT solutions of highly complex systems. The value of the job is considered significant as it reflects current industry trends, movements, and developments, coupled with the high importance of the job to the current and future direction of the organizational unit and its IT function. The industry market reflects high value for similar jobs considering the competency and skills required.

## **III. Additional Required Skills and Competencies (Within or in addition to relevant experience):**

Minimum of 3 years of experience demonstrating proven skills and competencies related to influencing change, managing relationships and responsiveness, and masterful communication. A NYSTEC consultant at this level has high interpersonal and leadership skills, and uses expertise, influence, and personal skills to ensure fulfillment of project tasking and deliverables in accordance with the approved proposal. Some examples of this include, but are not limited to, the following:

1. Technical Lead on multiple (3+) projects
2. Official Customer Liaison on multiple projects
3. Subject Matter Expert (SME) on multiple projects

## **IV. Skills (Areas of Specialization) and Example Industry Certifications:**

Specialized skills and example industry certifications in one or more of the following areas of specialization:

1. Information Security (example certifications: CISSP)
2. Technology Acquisition (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security, CBAP)
3. Converged Networks (specialized skills: Wireless Metropolitan and/or Wide Area Networks; Land Mobile Radio; Fiber Optic Metropolitan and/or Regional Networks)
4. Healthcare IT (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security, CBAP, CPHIMSS, PMP)
5. IT Strategy and Organization (specialized skills: IT Policies; IT Strategic Planning)

### **i) Engineer/Analyst III**

**I. Minimum Education and Experience Level:**

- Bachelor's degree in a technical or professional specialty AND 6-10 years of relevant experience, as referenced in Paragraph II below.

**OR**

- Master's degree in a technical or professional specialty AND 3-5 years of relevant experience, as referenced in Paragraph II below.

**OR**

- Ph.D. in a technical or professional specialty AND 0-3 years of relevant experience, as referenced in Paragraph II below.

**OR**

- Any equivalent combination of education, advanced training (e.g., specialized engineering school, law enforcement, military) AND 15+ years of relevant experience, as referenced in Paragraph II below. The determination of equivalency for this purpose shall be subject to prior approval of the Authorized User.

**II. Relevant Experience:**

This may include functioning as a senior information technology professional demonstrating a high level of knowledge with the principles of the work to be performed. Experience demonstrates technical proficiency in relevant specialty area(s) requiring a wide range of complex problem solving through the development of solutions. Work may have involved serving as the IT lead on multiple complex IT projects. Experienced gained in a variety of settings, and could include research and investigation of specialized computing options and solutions; development of requirements for unique software that is unavailable in the marketplace; and creation of original innovative designs, templates, and formats for multimedia products. The value of the job is considered to have some significance in relation to industry trends, movements, and developments, coupled with the limited impact of the job to the current and future direction of the organizational unit and its IT function. The industry market reflects high value for similar jobs considering the competency and skills required.

**III. Additional Required Skills and Competencies (Within or in addition to relevant experience):**

Minimum of 2 years of experience demonstrating proven skills and competencies related to influencing change, managing relationships and responsiveness, and masterful communication. A NYSTEC consultant at this level has high interpersonal and leadership skills, and uses expertise, influence, and personal skills to ensure fulfillment of project tasking and deliverables in accordance with the approved proposal. Some examples of this include, but are not limited to, the following:

1. Technical Lead on multiple (2+) projects
2. Official Customer Liaison on multiple projects
3. Subject Matter Expert (SME) on multiple projects

**IV. Skills (Areas of Specialization) and Example Industry Certifications:**

Specialized skills and example industry certifications in one or more of the following areas of specialization:

1. Information Security (example certifications: CISSP)
2. Technology Acquisition (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security, CBAP)
3. Converged Networks (specialized skills: Wireless Metropolitan and/or Wide Area Networks; Land Mobile Radio; Fiber Optic Metropolitan and/or Regional Networks)
4. Healthcare IT (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security, CBAP, CPHIMSS)
5. IT Strategy and Organization (specialized skills: IT Policies; IT Strategic Planning)

## j) Senior Engineer/Analyst II

### I. Minimum Education and Experience Level:

- Bachelor's degree in a technical or professional specialty AND 5-7 years of relevant experience, with increasing independence and complexity of assignments, as referenced in Paragraph II below.
- OR**
- Master's degree in a technical or professional specialty AND 0-3 years of relevant experience, with increasing independence and complexity of assignments, as referenced in Paragraph II below.
- OR**
- Any equivalent combination of education, advanced training (e.g., specialized engineering school, law enforcement, military) AND 12+ years of relevant experience, as referenced in Paragraph II below. The determination of equivalency for this purpose shall be subject to prior approval of the Authorized User.

### II. Relevant Experience:

This may include functioning as a senior information technology professional demonstrating mastery of duties and responsibilities to be performed with minimal additional training. Experience demonstrates a high degree of decision making regarding setting the direction for the development efforts. Work may have involved serving as the IT lead on a complex IT project. Experienced gained in a variety of settings, and could include management of multiple systems; evaluation of new technologies for long-range planning; establishment of operational policies, procedures, and standards; assured compliance with established policies, procedures, and standards; and training of support staff. The value of the job is considered highly influential as it reflects current industry trends, movements, and developments, coupled with the high influence and impact of the job to the current and future direction of the organizational unit and its IT function. The industry market reflects high value and demand for jobs considering the sophistication and intricacy of the competency required.

### III. Additional Required Skills and Competencies (Within or in addition to relevant experience):

Minimum of one year of experience demonstrating proven skills and competencies related to influencing change, managing relationships and responsiveness, and masterful communication. A NYSTEC consultant at this level has high interpersonal and leadership skills, and uses expertise, influence, and personal skills to ensure fulfillment of project tasking and deliverables in accordance with the approved proposal. Some examples of this include, but are not limited to, the following:

1. Technical Lead on one or more IT projects
2. Official Customer Liaison on multiple projects
3. Subject Matter Expert (SME) on multiple projects

### IV. Skills (Areas of Specialization) and Example Industry Certifications:

Specialized skills and example industry certifications in one or more of the following areas of specialization:

1. Information Security (example certifications: CISSP)
2. Technology Acquisition (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security)
3. Converged Networks (specialized skills: Wireless Metropolitan and/or Wide Area Networks; Land Mobile Radio; Fiber Optic Metropolitan and/or Regional Networks)
4. Healthcare IT (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security)
5. IT Strategy and Organization (specialized skills: IT Policies; IT Strategic Planning)

## **k) Engineer/Analyst II**

### **I. Minimum Education and Experience Level:**

- Bachelor's degree in a technical or professional specialty AND 3-5 years of relevant experience, as referenced in Paragraph II below.

**OR**

- Master's degree in a technical or professional specialty AND 0-3 years of relevant experience, as referenced in Paragraph II below.

**OR**

- Any equivalent combination of education, advanced training (e.g., specialized engineering school, law enforcement, military) AND 10+ years of relevant experience, as referenced in Paragraph II below. The determination of equivalency for this purpose shall be subject to prior approval of the Authorized User.

### **II. Relevant Experience:**

This may include functioning as an independent information technology professional demonstrating proficiency with the principles of the work to be performed and decision making in leading and overseeing information technology efforts. Experience demonstrates exposure to a wide range of complex situations and problems. Work may have involved supervisory responsibilities over other professional and paraprofessional staff, including serving as the IT Lead on a fairly complex IT project. Experienced gained in a variety of settings, and could include development and maintenance of technical standards; documentation and user guidelines; customization of operating system(s) to meet project requirements; development of software testing procedures; troubleshooting of complex technical problems; provision of expert consultation in specialty area(s); development of multimedia products based on user needs; and troubleshooting complex network problems. The value of the job is considered significant as it reflects current industry trends, movements, and developments, coupled with the high importance of the job to the current and future direction of the organizational unit and its IT function. The industry market reflects high value for similar jobs considering the competency and skills required.

### **III. Additional Required Skills and Competencies (Within or in addition to relevant experience):**

Minimum of one year of experience demonstrating proven skills and competencies related to influencing change, managing relationships and responsiveness, and masterful communication. A NYSTEC consultant at this level has high interpersonal and leadership skills, and uses expertise, influence, and personal skills to ensure fulfillment of project tasking and deliverables in accordance with the approved proposal. Some examples of this include, but are not limited to, the following:

1. Technical Lead on one or more IT projects
2. Official Customer Liaison on multiple projects
3. Subject Matter Expert (SME) on multiple projects

### **IV. Skills (Areas of Specialization) and Example Industry Certifications:**

Specialized skills and example industry certifications in one or more of the following areas of specialization:

1. Information Security (example certifications: GSEC Security Essentials)
2. Technology Acquisition (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security)
3. Converged Networks (specialized skills: Wireless Metropolitan and/or Wide Area Networks; Land Mobile Radio; Fiber Optic Metropolitan and/or Regional Networks)

4. Healthcare IT (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security)
5. IT Strategy and Organization (specialized skills: IT Policies; IT Strategic Planning)

## **I) Senior Engineer/Analyst I**

### **I. Minimum Education and Experience Level:**

- Bachelor's degree in a technical or professional specialty AND 2-3 years of relevant experience, with increasing independence and complexity of assignments.

### **II. Relevant Experience:**

This may include functioning as an independent information technology professional demonstrating familiarity with industry standards and evolving principles of the work to be performed. Experience required the application of existing and emerging information technology to a variety of diverse situations that are impacted by evolving information technology developments. Experience gained in a variety of settings, and could include set-up and maintenance of security, e-mail, network services, etc.; purchase and installation of equipment and software; monitoring and maintenance of software performance; provision of day-to-day technical support for large complex database(s); installation and maintenance of databases; development of training programs for end users; installation and maintenance of cable and hardware for voice, data, and video communication; and configuration of gateways, routers, and complex communication systems. The value of the job is considered to have some significance in relation to industry trends, movements, and developments, coupled with the limited impact of the job to the current and future direction of the organizational unit and its IT function. The industry market reflects value and demand for jobs considering the sophistication and intricacy of competencies required.

### **III. Additional Required Skills and Competencies (Within or in addition to relevant experience):**

Minimum of one year of experience demonstrating proven skills and competencies related to influencing change, managing relationships and responsiveness, and masterful communication. A NYSTEC consultant at this level has high interpersonal and leadership skills, and uses expertise, influence, and personal skills to ensure fulfillment of project tasking and deliverables in accordance with the approved proposal. Some examples of this include, but are not limited to, the following:

1. Technical Lead on one or more IT projects
2. Subject Matter Expert (SME) on one or more IT projects

### **IV. Skills (Areas of Specialization) and Example Industry Certifications:**

Specialized skills and example industry certifications in one or more of the following areas of specialization:

1. Information Security (example certifications: GSEC Security Essentials)
2. Technology Acquisition (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security)
3. Converged Networks (specialized skills: Wireless Metropolitan and/or Wide Area Networks; Land Mobile Radio; Fiber Optic Metropolitan and/or Regional Networks)
4. Healthcare IT (example certifications: Master Certificate in Business Analysis, Master Certificate in IS Security)
5. IT Strategy and Organization (specialized skills: IT Policies; IT Strategic Planning)

## m) Engineer/Analyst I

### I. Minimum Education and Experience Level:

- Bachelor's degree in a technical or professional specialty AND 0-2 years of relevant experience, as referenced in Paragraph II below.

### II. Relevant Experience:

This may include functioning with considerable knowledge of and high proficiency in the work that will be performed. Experience demonstrates the ability to exercise considerable discretion and independence in making decisions. Relevant experience may typically include complex problem solving and supervision over professional and para-professional information technology staff. Experience may have also included responsibility for team and/or project management. The value of the job is considered to be influential as it reflects current industry trends, movements and developments coupled with influence and impact of the job to the current and future direction of the organizational unit and its IT function. The industry market reflects value and demand for jobs considering the sophistication and intricacy of competencies required.

### III. Additional Required Skills and Competencies (Within or in addition to relevant experience):

Minimum of 6 months of experience demonstrating proven skills and competencies related to influencing change, managing relationships and responsiveness, and masterful communication. A NYSTEC consultant at this level has high interpersonal and leadership skills, and uses expertise, influence, and personal skills to ensure fulfillment of project tasking and deliverables in accordance with the approved proposal. Some examples of this include, but are not limited to, the following:

1. Technical Lead on one or more IT projects
2. Subject Matter Expert (SME) on one or more IT projects

### IV. Skills (Areas of Specialization) and Example Industry Certifications:

Specialized skills and example industry certifications in one or more of the following areas of specialization:

1. Information Security (example certifications: GSEC Security Essentials)
2. Technology Acquisition (example certifications: Essentials of Business Analysis)
3. Converged Networks (specialized skills: Local Area Network and/or Wide Area Networks; Land Mobile Radio)
4. Healthcare IT (example certifications: Essentials of Business Analysis)
5. IT Strategy and Organization (specialized skills: IT Policies)

## n) Support Specialist IV

### I. Minimum Education and Experience Level:

- High school graduate or equivalent AND 10+ years of relevant experience, as referenced in Paragraph II below.

**OR**

- Associate's degree AND 5+ years of relevant experience, as referenced in Paragraph II below.

**OR**

- Bachelor's degree AND 3+ years of related experience, as referenced in Paragraph II below.

### II. Relevant Experience:

This may include functioning with superior knowledge of and very high proficiency in the work that will be performed. Experience demonstrates the ability to exercise maximum discretion and independence in carrying out assignments. Relevant experience may typically include providing support services to a large group of technical staff, professional staff, executives, or providing support services for a single senior executive. Experience may include the application of advanced principles, terminology, and methodology in the completion of complex assignments which require analysis, development of new methods and procedures, and innovation.

**III. Additional Required Skills and Competencies (Within or in addition to relevant experience):**

Minimum of five years of experience demonstrating proven interpersonal skills and competencies related to working with team members, external contacts, and senior management.

**IV. Skills (Areas of Specialization) and Example Industry Certifications:**

No specialized skills required.

**o) Support Specialist III**

**I. Minimum Education and Experience Level:**

- High School graduate or equivalent AND 6+ years of relevant experience, as referenced in Paragraph II below.

**OR**

- Associate's degree AND 3+ years of relevant experience, as referenced in Paragraph II below.

**OR**

- Bachelor's degree AND 0-2 years of relevant experience, as referenced in Paragraph II below.

**II. Relevant Experience:**

This may include functioning with very advanced knowledge of and proficiency in the work that will be performed. Experience demonstrates the ability to exercise considerable discretion and independence in carrying out assignments. Relevant experience may typically include providing support services to a large group of technical staff, professional staff, executives, or provides support services for a single senior executive. Experience may include the application of on a broad basis of fundamental principles, terminology, and methodology in the completion of complex assignments requiring analysis, development of new methods and procedures, and innovation.

**III. Additional Required Skills and Competencies (Within or in addition to relevant experience):**

Minimum of three years of experience demonstrating proven interpersonal skills and competencies related to working with team members, external contacts, and senior management.

**IV. Skills (Areas of Specialization) and Example Industry Certifications:**

No specialized skills required.

**p) Support Specialist II**

**I. Minimum Education and Experience Level:**

- High School graduate or equivalent AND 3-5 years of relevant experience, as referenced in Paragraph II below.
- OR**
- Associate's degree AND 0-2 years of relevant experience, as referenced in Paragraph II below.

**II. Relevant Experience:**

This may include functioning with advanced knowledge of and high proficiency in the work that will be performed. Experience demonstrates the ability to apply fundamental principles, terminology, and methodology in the completion of assignments requiring analysis, development of new methods and procedures, and innovation. Relevant experience may typically include providing support services to a large group of technical staff, professional staff, or executives.

**III. Additional Required Skills and Competencies (Within or in addition to relevant experience):**

Minimum of one year of experience demonstrating proven interpersonal skills and competencies related to working with team members, external contacts, and senior management.

**IV. Skills (Areas of Specialization) and Example Industry Certifications:**

No specialized skills required.

**q) Support Specialist I****I. Minimum Education and Experience Level:**

- High School graduate or equivalent AND 0-2 years of relevant experience, as referenced in Paragraph II below.

**II. Relevant Experience:**

Functions with a basic knowledge of the work that will be performed. Experience demonstrates the ability to apply fundamental principles, terminology, and methodology in the completion of assignments. Relevant experience may typically include providing support services to a small group of technical staff or professional staff.

**III. Additional Required Skills and Competencies (Within or in addition to relevant experience):**

Minimum of six months of experience demonstrating proven interpersonal skills and competencies related to working with team members, external contacts, and professional staff.

**IV. Skills (Areas of Specialization) and Example Industry Certifications:**

No specialized skills required.