

## Description and Qualifications of Labor Categories

Engineering Management														
Position	General Description <sup>(1)</sup>	Qualification \ Skill Level:	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
<b>Program Manager</b>	Responsible for establishing and leading an organization, and formulating/enforcing its work standards to achieve a contractual objective. Authorized to negotiate and commit Sierra Lobo in cost, schedule, and/or technical issues and to act as a single-point interface with the customers, employees, and/or suppliers, in support of technical and management oversight activities.	Degree / Min. Education (2):	F	F	F	F	F	F	F	F	F	F	----	----
		Experience: Years:	5	6	7	8-9	10-11	12-14	15-17	18-21	22-25	25+	----	----
Code: G-M2-I thru G-M2-X	Responsible for all aspects of the program, workload forecasting, quality, schedule, customer relations, and fiscal control.	Substitution (3):	----	----	----	----	----	----	7	7	7	7	----	----
<b>Project Manager</b>	Performs project management including planning, budgeting, organizing, staffing, and directing technical and management staff, and other project resources in accordance with company policies to achieve contract requirements and to meet project schedule and cost objectives. Interfaces with the customer to resolve management and technical issues and fulfill the project reporting requirements to the customer and to the corporate office. Sets priorities and implements procedures for performing work activities.	Degree / Min. Education (2):	F	F	F	F	F	F	F	F	F	F	----	----
		Experience: Years:	5	6	7	8-9	10-11	12-14	15-17	18-21	22-25	25+	----	----
Code: G-M3-I thru G-M3-X		Substitution (3):	----	----	----	----	----	----	7	7	7	7	----	----
<b>Functional Manager</b>	Provides leadership, technical, and managerial direction of a division, department, or any other functional unit, in accordance with company policies. Duties include planning, budgeting, organizing, staffing, and resource direction to achieve the functional unit performance objectives. Interfaces with the customer to resolve management and technical issues and fulfill reporting requirements to the customer and to the corporate office. Sets priorities and implements procedures for performing work activities.	Degree / Min. Education (2):	F	F	F	F	F	F	F	F	F	F	----	----
		Experience: Years:	5	6	7	8-9	10-11	12-14	15-17	18-21	22-25	25+	----	----
Code: G-M4-I thru G-M4-X		Substitution (3):	----	----	----	----	----	----	7	7	7	7	----	----
Research & Science														
Position	General Description <sup>(1)</sup>	Qualification \ Skill Level:	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
<b>Principal Investigator</b>	Conducts scientific and analytical research in a specialized, leading edge field, and applies advanced technology to develop new components, products, manufacturing processes, materials, and/or equipment. Provides system development concepts, integration and acquisition requirement, technical scope, plans, schedules and cost estimates for the implementation of scientific research programs. Provides direction, guidance and assistance to ensure the technical adequacy of research.	Degree / Min. Education (2):	B	B	B	B	B	B	B	B	B	B	----	----
		Experience: Years:	7-8	9-10	11-12	13-14	15-16	17-18	19-20	21-22	23-24	25+	----	----
Code: G-R1-I thru G-R1-X		Substitution (3):	13	13	13	13	13	13	13	13	13	13	----	----
<b>Researcher</b>	Performs scientific research in a specialized, leading edge scientific field. Applies scientific research, analysis, and design expertise and knowledge of methodologies, theoretical concepts, principles, and practices to develop solutions for specific professional, scientific or technical problems and in support of research programs. Conducts experimental research and complies with scientific documentation standards, system specifications and experimental procedures.	Degree / Min. Education (2):	F	F	F	F	F	F	F	F	F	F	----	----
		Experience: Years:	0-1	1	2	3	4-5	6-7	8-10	11-14	15-20	20+	----	----
Code: G-R2-I thru G-R2-X		Substitution (3):	7	7	7	7	7	7	7	7	7	7	----	----
Engineering Design														
Position	General Description <sup>(1)</sup>	Qualification \ Skill Level:	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
<b>Principal Engineer</b>	Applies creative and analytical engineering ability and advanced knowledge of design codes, principles and techniques to complete complex design efforts and specifications. Supervises engineering staff and provide technical direction, problem definition, concept development, engineering analysis, and defines functional performance requirements and design constraints. Interfaces with customers at all levels for requirement definitions, design reviews, and technical working groups.	Degree / Min. Education (2):	A	A	A	A	A	A	A	A	A	A	----	----
		Experience: Years:	8	9-10	11-12	13-14	15-16	17-18	19-20	21-22	23-24	25+	----	----
Code: G-E1-I thru G-E1-X		Substitution (3):	13	13	14	14	14	14	14	14	14	14	----	----
<b>Design Engineer</b>	Applies knowledge of principles, practices, design codes and procedures to perform professional designs, analyses and create solutions to design problems. Interfaces with customers at all levels. Performs professional design tasks in functions such as R&D, evaluation, construction, inspection, production, or optimization of engineering facilities, structures, systems, processes, equipment, or materials. Develops design alternatives, writes specifications, and prepares layouts, assembly, and installation drawings.	Degree / Min. Education (2):	E	E	E	E	E	E	E	E	E	E	----	----
		Experience: Years:	0-1	1	2	3	4-5	6-7	8-10	11-14	15-20	20+	----	----
Code: G-E2-I thru G-E2-X		Substitution (3):	----	----	----	6	6	7	7	8	8	8	----	----
Engineering Operations														
Position	General Description <sup>(1)</sup>	Qualification \ Skill Level:	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
<b>Operations Engineer</b>	Provides technical and managerial direction for preparing plans and procedures to operate engineering systems. Provides engineering support to operational activities including fabrication, assembly, verification, construction, installation, integration, checkout, inspection, troubleshooting and modification of engineering systems. Conducts hazards analyses, safety reviews, operational readiness reviews, and operator training. Interfaces with customers at all levels.	Degree / Min. Education (2):	E	E	E	E	E	E	E	E	E	E	----	----
		Experience: Years:	0-1	1	2	3-4	5-6	7-9	10-13	14-17	18-25	25+	----	----
Code: G-O1-I thru G-O1-X		Substitution (3):	----	----	----	----	----	6	6	6	6	6	----	----

<b>Test Engineer</b>	Prepare test plans, test procedures, qualified test operator training, and test safety analysis. Conducts qualification and proof of performance testing. Defines test constraints and provides engineering leadership to test build-up activities including verification, test package integration, installation, calibration and checkout, I&C systems, video systems, hazards analyses, check sheet preparation, inspections, repairs, and test package modifications. Interfaces with customers at all levels.	Degree / Min. Education (2):	E	E	E	E	E	E	E	E	E	E	E	----	----
		Experience:	Years:	0-1	1	2	3-4	5-6	7-9	10-13	14-17	18-25	25+	----	----
Code: G-O2-I thru G-O2-X		Substitution (3):	----	----	----	----	----	6	6	6	6	6	----	----	
<b>Facility Engineer</b>	Provides technical and managerial operating plans and procedures of an industrial or research facility. Defines the facility performance requirements and operational constraints. Provides engineering support to facility operational activities including construction, installation, integration, checkout, inspection, maintenance, and modification of facility systems. Conducts facility hazards analyses, safety reviews, operational readiness reviews, and training. Interfaces with customers at all levels.	Degree / Min. Education (2):	E	E	E	E	E	E	E	E	E	E	E	----	----
		Experience:	Years:	0-1	1	2	3-4	5-6	7-9	10-13	14-17	18-25	25+	----	----
Code: G-O3-I thru G-O3-X		Substitution (3):	----	----	----	----	----	6	6	6	6	6	----	----	
<b>Safety, Environmental &amp; QA</b>															
<b>Position</b>	<b>General Description <sup>(1)</sup></b>	<b>Qualification \ Skill Level:</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>	<b>IX</b>	<b>X</b>	<b>XI</b>	<b>XII</b>	
<b>Q/A Specialist</b>	Applies advanced Q/A knowledge and analytical ability to support industrial and/or research Q/A operations. Performs Q/A planning and training, and establishes functional and performance measurement processes. Interfaces with the customer Q/A representatives at all levels. Investigates and analyzes Q/A-related issues and evaluates progress and performance results by comparing organizational compliance with established quality metrics.	Degree / Min. Education (2):	I	I	I	I	I	H	H	H	H	C	----	----	
		Experience:	Years:	0-1	1	2	3-4	5-6	7-9	10-13	14-17	18-25	25+	----	----
Code: G-S1-I thru G-S1-X		Substitution (3):	----	----	----	3	3	6	6	6	6	----	----	----	
<b>Safety Specialist</b>	Applies advanced industrial and engineering safety knowledge and analytical ability to support safety programs. Performs safety planning and training including establishing performance measurement processes. Interfaces with the customer safety representatives at all levels. Investigates and analyzes safety violation and related incidents and evaluates progress and performance results by comparing organizational compliance with established safety regulations.	Degree / Min. Education (2):	I	I	I	I	I	H	H	H	H	C	----	----	
		Experience:	Years:	0-1	1	2	3-4	5-6	7-9	10-13	14-17	18-25	25+	----	----
Code: G-S2-I thru G-S2-X		Substitution (3):	----	----	----	3	3	6	6	6	6	----	----	----	
<b>Engineering Support</b>															
<b>Position</b>	<b>General Description <sup>(1)</sup></b>	<b>Qualification \ Skill Level:</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>	<b>IX</b>	<b>X</b>	<b>XI</b>	<b>XII</b>	
<b>Drafter/Designer</b>	Applies knowledge and skill in CADD to prepares designs and complete sets of master and subassembly drawings, including views, cross-sectional profiles, details and diagrams of structures, facilities, equipment, parts, and assemblies. Drawings are prepared from sketches, models, computer files, manuals, references, standards, actual objects, field visits or verbal information. Selects appropriate templates and CAD equipment to complete the assignment and notifies originator of conflicting details.	Degree / Min. Education (2):	I	I	I	I	I	I	I	I	H	H	----	----	
		Experience:	Years:	0-1	1	2	3-4	5-6	7-8	9-10	11-14	15-20	20+	----	----
Code: G-A2-I thru G-A2-X		Substitution (3):	----	----	----	----	----	11	11	11	6	6	----	----	
<b>Engineering Associate</b>	Performs technical tasks in design, evaluation, inspection, production, test, or operation of engineering facilities, structures, systems, processes, equipment, devices or materials. The functions involve the solution of technical problems by applying practical knowledge of methods and techniques and by studying several possible courses of action, techniques, layouts, designs, and precedents. Determines conformance to established engineering standards and criteria set forth in manuals and codes.	Degree / Min. Education (2):	I	I	I	I	I	I	I	I	G	G	----	----	
		Experience:	Years:	0-1	1	2	3-4	5-6	7-8	9-10	11-14	15-20	20+	----	----
Code: G-A3-I thru G-A3-X		Substitution (3):	----	----	----	----	5	5	5	5	----	----	----	----	
<b>Technical Support</b>															
<b>Position</b>	<b>General Description <sup>(1)</sup></b>	<b>Qualification \ Skill Level:</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>	<b>IX</b>	<b>X</b>	<b>XI</b>	<b>XII</b>	
<b>Mechanical Technician</b>	Applies mechanical technical skill and knowledge of procedures, techniques, fabrication methods, and precedents to operate machining and fabrication equipment and to fabricate, weld, assemble, install, calibrate, check-out, operate, and maintain mechanical systems such as processes piping, hydraulic and pneumatic systems, vacuum pumps, compressors, gauges, fittings, valves & pressure devises. Possesses technical training acquired through formal apprenticeship or equivalent.	Degree / Min. Education (2):	L	L	L	D	D	D	D	D	J	J	J	J	
		Experience:	Years:	0-1	1	2	3-4	5-6	7-8	9-10	11-14	15-18	19-22	23-25	25+
Code: G-T2-I thru G-T2-X		Substitution (3):	----	----	----	----	----	----	----	----	1	1	1	1	
<b>Electrical Technician</b>	Applies electrical trade techniques and knowledge in electric power generation, control, conversion, distribution, measurement, and/or utilization to install, calibrate, operate, and maintain electrical systems such as generators, transformers, controllers, circuit breakers, motors, conduit systems, etc.. Applies standards to determine power requirements, cable size, location, materials, insulation, bending & abrasion resistance. Possesses technical training acquired through a formal apprenticeship or equivalent.	Degree / Min. Education (2):	L	L	L	D	D	D	D	D	J	J	J	J	
		Experience:	Years:	0-1	1	2	3-4	5-6	7-8	9-10	11-14	15-18	19-22	23-25	25+
Code: G-T3-I thru G-T3-X		Substitution (3):	----	----	----	----	----	----	----	----	1	1	1	1	
<b>I&amp;C Technician</b>	Applies technical skill in I&C functions and knowledge of circuit analyses, pressure, flow, temperature, motion, and force signal reading, sensing, recording, and controlling. Fabricates, assembles, installs, repairs, and programs electromechanical hardware such as electronic transmitting and receiving equipment, measuring and controlling devises, pulse generators, frequency synthesizers, distortion analyzers, and computer control equipment. Possesses I&C training acquired through a formal apprenticeship.	Degree / Min. Education (2):	L	L	L	D	D	D	D	D	J	J	J	J	
		Experience:	Years:	0-1	1	2	3-4	5-6	7-8	9-10	11-14	15-18	19-22	23-25	25+
Code: G-T4-I thru G-T4-X		Substitution (3):	----	----	----	----	----	----	----	----	1	1	1	1	

## Business Operations

Position	General Description <sup>(1)</sup>	Qualification \ Skill Level:	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Planner Code: G-B1-I thru G-B1-X	Performs project controls functions such as planning, estimating, scheduling, tracking & status reporting. Applies project controls software, reporting, concepts & methods (WBS, CPM, % complete, earned value, & resource leveling) to design, implement & operate work control systems, determine the project cost & schedule status & to reallocate resources, including people & equipment, to achieve optimal project performance. Evaluates cost and schedule impacts of alternative technical approaches.	Degree / Min. Education (2):	K	I	I	I	I	H	H	H	H	C	----	----
		Experience: Years:	0-1	1	2	3	4-5	6-7	8-9	10-12	13-14	15+	----	----
		Substitution (3):	----	----	----	----	11	12	12	12	12	----	----	----
Buyer Code: G-B2-I thru G-B2-X	Prepares PR's/PO's & procures goods & services to satisfy requirements. Interprets & applies guidelines, administer contracts, evaluates cost/schedule impacts of varying procurement approaches, prepares bidding documents, obtains quotations, determines price adequacy, evaluate substitutes, delivery methods & dates, negotiates contracts, special provisions, terms & conditions, places orders & evaluates performance. Possesses experience in interpreting and applying the FAR and other regulations.	Degree / Min. Education (2):	L	L	L	I	I	I	H	H	----	----	----	----
		Experience: Years:	0-1	2-3	4-5	6-8	9-11	12-15	16-20	20+	----	----	----	----
		Substitution (3):	----	----	1	11	11	11	12	12	----	----	----	----
Administrative Assistant Code: G-B5-I thru G-B5-X	Performs varied clerical, secretarial & administrative duties to support business operations such as: 1) Receptionist: Refers calls/visitors & operates office equipment). 2) Secretary: Types & maintains office files/records, appointments, meetings & reviews materials for accuracy & proper format. 3) Administrative Assistant: Produces correspondence, memos, publications, forms, reports, tables & charts. 4) Personnel Assistant: processes personnel actions, screens applicants and performs EEO analyses. Orients new employees & responds to requests for information on company procedures. 5) S/R Clerk: Prepares & maintains shipping & receiving records. Verifies shipping & incoming orders for proper packaging & consistency with invoices & storage receipts and ensure proper distribution.	Degree / Min. Education (2):	K	K	K	I	I	I	I	I	I	H	----	----
		Experience: Years:	0-1	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15-16	16+	----	----
		Substitution (3):	----	----	1	4	4	11	11	11	11	12	----	----
Accountant Code: G-B6-I thru G-B6-X	Applies knowledge of accounting methods & practices to perform a variety of accounting & financial functions ranging from identification, control, verification, posting & balancing of debit & credit entries/accounts to designing, implementing, operating & evaluating entire accounting systems, including planning & tracking contractual budgets & analyzing their cost status. Other typical duties include analyzing accounting discrepancies, recognizing errors & inconsistencies & preparing accounting status & audit reports.	Degree / Min. Education (2):	K	I	I	I	I	I	H	H	H	H	----	----
		Experience: Years:	0-1	1	2	3	4-5	6-7	8-9	10-11	12-14	15+	----	----
		Substitution (3):	----	----	----	----	11	11	10	10	10	10	----	----
System Analyst Code: G-B7-I thru G-B7-X	Applies expertise & knowledge in principles & practices of IMS analysis, computer H/W-S/W, programming & work processes to analyze manufacturing, logistics, financial, HR, or material management problems. Gathers facts, interprets information, identifies conflicts, analyzes data & develops solutions including system requirement, specifications, procedures, logic & programming language. Compares alternative solutions in terms of cost, schedule, feasibility, implications of new IMS & ability to satisfy company needs.	Degree / Min. Education (2):	H	H	H	H	H	----	----	----	----	----	----	----
		Experience: Years:	5	6-7	8-10	10-15	15+	----	----	----	----	----	----	----
		Substitution (3):	----	----	12	12	12	----	----	----	----	----	----	----
Programmer Code: G-B8-I thru G-B8-X	Applies knowledge of computer programming, procedures & languages to develop logical and mathematical computer code needed to manipulate data and solve business or scientific problems in a way that best satisfies user needs, facilitate subsequent modification, and conserve resources. Investigates & resolves programming problems and tests/modifies programs to increase operating efficiency or to respond to changes in work processes. Programs data input screens, flow, actions, decisions, and outputs procedures.	Degree / Min. Education (2):	K	I	I	I	I	----	----	----	----	----	----	----
		Experience: Years:	0-2	3-5	6-9	10-15	15+	----	----	----	----	----	----	----
		Substitution (3):	2	9	11	11	11	----	----	----	----	----	----	----

### LEGEND

**(1) The job description provided for each general labor category is general in nature. A more detailed description for each skill level / positions, that is offered under each general labor category, is available upon request.**

**(2) Minimum Education**

A	<b>M.S. in Engineering</b>
B	<b>M.S. in Engineering, Physics, or Related Sciences</b>
C	<b>M.S./MBA Degree</b>
D	<b>Associate Degree or Journeyman Certificate</b>
E	<b>B.S. in Engineering</b>
F	<b>B.S. in Engineering, Physics, or Related Sciences</b>
G	<b>B.S. Degree</b>
H	<b>B.S./B.A. Degree</b>
I	<b>Associate Degree</b>
J	<b>Technician Journeyman Certificate</b>
K	<b>High School Diploma</b>
L	<b>High School Diploma, GED, or Equivalent</b>

**(3) Substitution of Required Years of Experience:**

1	<b>Associate Degree may Substitute 2 Years of Required Experience</b>
2	<b>B.S./B.A Degree may Substitute 2 Years of Required Experience</b>

3	B.S. Degree may Substitute 3 Years of Required Experience
4	B.S./B.A. Degree may Substitute 3 Years of Required Experience
5	B.S. Degree may Substitute 4 Years of Required Experience
6	M.S. Degree may Substitute 3 Years of Required Experience
7	M.S. Degree may Substitute 3 Years of Required Experience; Ph.D. may Substitute 6
8	M.S. Degree may Substitute 3 Years of Required Experience; Ph.D. may Substitute 6; P.E. License 5
9	Masters Degree may Substitute 3 Years of Required Experience; B.S./B.A. may Substitute 3
10	Masters Degree may Substitute 3 Years of Required Experience; C.P.A. License may Substitute 5
11	Masters Degree may Substitute 4 Years of Required Experience; B.S./B.A. may Substitute 3
12	Masters Degree may Substitute 3 Years of Required Experience
13	Ph.D. Degree may Substitute 6 Years of Required Experience
14	Ph.D. Degree may Substitute 6 Years of Required Experience. P.E. License may Substitute 5