

Labor Category Descriptions

Applications Programmer

- Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results.
- Designs, codes, tests, debugs, and documents.

Applications Systems Analyst/Programmer

- Formulates/defines system scope and objectives.
- Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results.
- Prepares detailed specifications from which programs will be written and designs, codes, tests, debugs, and documents those programs.

Business Process Consultant

- Analyzes process and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment.
- Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams.
- Recommends and facilitates quality improvement efforts.

Business Subject Matter Specialist

- Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation.
- Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases.

Business Systems Analyst

- Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies.
- Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs.
- Provides consultation on complex projects and is considered to be the top level contributor/specialist.

Chief Information Security Officer

- Ensures that all information systems are functional and secure.

Client/Server Database Manager

- Projects long-range requirements for client/server database administration in conjunction with other managers in the information systems function as well as business function managers.
- Prepares activity and progress reports regarding the client/server database management section.

Client/Server Network Architect

- Develops strategy of client/server system and the design infrastructure necessary to support that strategy.
- Advises on selection of technological purchases with regards to processing, data storage, data access, and applications development. Sets standards for the client/server relational database structure for the organization (SQL, ORACLE, SYBASE, etc.).
- Advises of feasibility of potential future projects to management.

Communications Analyst

- Assists in the planning, design, and implementation of communications networks.
- Conducts feasibility studies for large projects, develops requests for proposal, evaluates vendor products, and makes recommendations on selection.
- Provides guidance and training to less experienced analysts.

Communications Facility Engineer

- Provides technical direction and engineering knowledge for communications systems infrastructure activities, including planning, designing, and implementing communications infrastructure requirements for buildings and systems.
- Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards.

Communications Installer

- Assists in the planning, design, and implementation of communications networks. Responsible for providing assistance and technical support for network design activities.
- Assists in the review/assessment of user needs. Performs feasibility studies for small projects.
- Assists in the evaluation and selection of equipment.

Communications Transmission Engineer

- Provides technical direction and engineering knowledge for communications activities including planning, designing, installing and maintaining large communications networks.
- Develops, operates, and maintains voice, wireless, video, and data communications systems.
- Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function.

Consultant

- Works with end user groups to evaluate and solve technical problems.
- Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes.

Curriculum Developer

- Provides program support to include the testing and installation of computers, peripherals, and/or other hardware, including the installation of enhancements and upgraded versions.
- Provides program support to include the installation, and documentation of client developed and/or commercially available software, including the installation of enhancements and upgraded versions.

Data Architect

- Designs and builds relational databases.
- Develops strategies for data acquisitions, archive recovery, and implementation of a database.
- Works in a data warehouse environment, which includes data design, database architecture, metadata and repository creation.
- Translates business needs into long-term architecture solutions.
- Defines, designs, and builds dimensional databases.
- Develops data warehousing blueprints, evaluating hardware and software platforms, and integrating systems.
- Evaluates reusability of current data for additional analyses.
- Reviews object and data models and the metadata repository to structure the data for better management and quicker access.

Data Communication Manager

- Ensures that adequate and appropriate planning is provided for remote hardware and communications facilities to develop and implement methodologies for analysis, installation and support of distributed processing client/server systems.

Data Security Analyst

- Maintains systems to protect data from unauthorized users.
- Identifies, reports, and resolves security violations.

Data Warehousing Administrator

- Coordinates the data administration technical function for both data warehouse development and maintenance.
- Facilitates change control, problem management, and communication among data architects, programmers, analysts, and engineers.
- Establishes and enforces processes to ensure a consistent, well managed, and well integrated data warehouse infrastructure.

Data Warehousing Analyst

- Designs, implements and supports data warehousing. Implements business rules via stored procedures, middleware, or other technologies.
- Defines user interfaces and functional specifications.

Data Warehousing Programmer

- Provides product support and maintenance of the data warehouse.
- Performs data warehouse design and construction.
- Prepares/implements data verification and testing methods for the data warehouse.

Data/Configuration Management Specialist

- Provides configuration management planning.
- Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits.
- Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.

Database Analyst/Programmer

- Designs, implements, and maintains complex databases with respect to JCL, access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods.
- Includes maintenance of database dictionaries, overall monitoring of standards and procedures, and integration of systems through database design.

Database Manager/Administrator

- Provides all activities related to the administration of computerized databases.
- Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function.

Disaster Recovery Administrator

- Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery.
- Oversees and reviews the testing and implementation of software, data systems, and data networks to ensure that the integrity and security of all electronic data and data systems are adequately protected.
- Facilitates the preparation of an organization-wide business resumption plan.

Disaster Recovery Analyst

- Assists in the coordination and establishment of disaster recovery programs and business resumption planning across mainframe and client server platforms.
- Coordinates and monitors simulation testing across all platforms.
- Designs and administers programs to include policies, standards, guidelines, training programs, and a viable quality assurance process for disaster recovery.

E-Business Manager

- Sets direction and guides action plans and priorities of electronic commerce, marketing and communications.
- Develops and facilitates organizational models and structure changes needed to meet the evolving electronic business strategies.
- Establishes and implements enterprise-wide business systems.

Electronic Data Interchange (EDI) Specialist:

- Analyzes, designs, and develops specifications for enhancements and extensions with EDI application interfaces and maps.
- Coordinates EDI testing and trading partner implementation initiatives.
- Provides support for EDI database analysis, design, and operations. Establishes and maintains communications within organization and with partners.
- Conducts and manages product evaluations. Provides product installation, configuration, and training.
- Performs systems maintenance to update records, specifications, and operating procedures of partner systems.
- Maintains EDI account transaction activities.

Electronic Mail Coordinator

- Monitors servers, replication, and mail routing. Creates user accounts and maintains security levels on databases.
- Provides first-level telephone support and troubleshoots. Monitors existing messaging infrastructure and server usage, ensuring proper working order.

Engineering Subject Matter Specialist

- Provides technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, and implementation advice on exceptionally complex problems that necessitate high-level knowledge of the subject matter for effective implementation.
- Participates as needed in all phases of software development with emphasis on the planning, analysis, modeling, simulation, testing, integration, documentation and presentation phases.

ERP Analyst

- Assists with the development and maintenance of the Enterprise Resource Planning (ERP) program. Customizes and configures workflow to allow the integration of client/server applications.
- Tests ERP layout to ensure the system is meeting corporate needs.

ERP Business/Architectural Specialist

- Adapts functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets.
- Enterprise resource planning and management processes, including but not limited to: knowledge management, investment analysis, data warehousing, e-commerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, and information dissemination.

Geographic Information Systems Analyst/Programmer

- Provides complex application programming and development support on networks and/or PC's.
- Codes, designs new and/or modifying programs; modify scripts as required; control system testing: debugs, reviews and approves output; prepares user, operation and program documentation based upon established policies.

Geographic Information Systems Manager

- Creates and designs interactive web pages using such software as, but not limited to: ArcIMS for various interactive mapping themes, Arcview(ESRI), ArcIMS(ESRI), AutoCAD 2000NT, Dreamweaver HTML editor, Adobe Photoshop, Adobe Acrobat & PDFWriter, and numerous other programs running on a clients Intra/Extranet servers.

Graphics Specialist

- Produces graphic art and visual materials for promotions, advertisements, films, packaging, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs.
- Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs.

Groupware Specialist

- Provides the implementation, maintenance, and support of company messaging system.
- Provides technical support on local groupware replication and client dial-up access issues.

Hardware Engineer

- Provides functional and empirical analysis related to the design, development, and implementation of hardware for products including, but not limited to, the circuit design of components, development of structure specifications of a personal computer, and the design of a computer display unit.
- Plans and conducts assignments, generally involving the larger and more important projects or more than one project.
- Evaluates progress and results and recommends major changes in procedures.

Help Desk Coordinator

- Provides ensuring the timely process through which problems are controlled.
- Includes problem recognition, research, isolation, resolution, and follow-up steps.

Help Desk Specialist

- Provides support to end users on a variety of issues.
- Identifies, researches, and resolves technical problems.
- Responds to telephone calls, email and personnel requests for technical support.
- Documents, tracks, and monitors the problem to ensure a timely resolution.

Help Desk Support Service Specialist

- Provides second-tier support to end users for either PC, server, or mainframe applications and hardware.
- Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem.
- Simulates or recreates user problems to resolve operating difficulties.
- Recommends systems modifications to reduce user problems.

Information Assurance Development Engineer

- Analyzes and defines security requirement for computer systems which may include mainframes, workstations, and personal computers.
- Designs, develops, engineers, and implements solutions that meet security requirements.
- Provides integration and implementation of the computer system security solution.

Information Assurance Engineer

- Establishes and satisfies complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands.
- Supports customers at the highest levels in the development and implementation of doctrine and policies.
- Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures.

Information Assurance Network Specialist

- Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems.
- Designs, develops, engineers, and implements solutions that meet network security requirements.
- Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle.

Information Assurance Systems/Network Specialist

- Installs, configures and maintains organization's operating systems. Analyzes and resolves problems associated with server hardware, NT, applications software.
- Detects, diagnoses, and reports NT related problems on both NT server and NT desktop systems.
- Performs a wide variety of tasks in software/hardware maintenance and operational support of NT Server systems.

Information Center Specialist

- Advises and assists users in problem-solving activities using information center tools.
- Evaluates new and existing hardware and software products.

Information Security Business Analyst

- Determines enterprise information security standards.
- Develops and implements information security standards and procedures. Ensures that all information systems are functional and secure.

Information Systems Administration and Planning Manager

- Coordinates the preparation, review and consolidation of client information systems, budgets, acquisitions and business plans.
- Ensures adherence to budgets and business plans through periodic review of financial reports and capital appropriation requests.
- Provides assistance for proposing, implementing and enforcing policies, standards and methodologies.

Information Systems Training Specialist

- Designs and conducts company training programs.
- Monitors and reports the effectiveness of training on employees during the orientation period and for career development.
- Participates in initial plan design and existing plan enhancements.

Instructional Technologist

- Assesses, designs and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies.
- Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement.

IT Subject Matter Specialist

- Provides extremely high-level subject matter proficiency for work described in the task.
- Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation.

LAN Support Technician

- Monitors and responds to complex technical control facility hardware and software problems utilizing a variety of hardware and software testing tools and techniques.
- Provide LAN server support.

LAN/WAN Administrator

- Monitors LAN, WAN, and servers. Provides batch monitoring, tape back-up, and restoration.
- Administers mail system and implements new database architecture. Monitors and conducts performance evaluation of networks.
- Supports, installs, maintains, and troubleshoots all local area and wide area networking devices and related software for branch offices and internal and external networks.

LAN/WAN Integrator

- Provides the overall integration of the enterprise-wide network including the planning, design, installation, maintenance, management, and coordination of the corporate LAN/WAN (may include local, metropolitan, and wide area networks).
- Works with Voice and/or Data Communications Analysts.

LAN/WAN/MAN Administrator

- Monitors LAN, WAN, MAN, and servers.
- Provides batch monitoring, tape back-up, and restoration.
- Supports, installs, maintains, and troubleshoots all local area and wide area networking devices and related software for branch offices and internal and external networks.

Modeling and Simulation Specialist

- Specialist in modeling and simulation functions or operations such as, but not limited to exercises, plans, coordination, demonstrations, and instruction in the fields such as, but not limited to health, environmental, transportation, law enforcement, and security for military, and civil agencies.
- Supports live, constructive, or virtual training.

Network Control Technician

- Tests and analyzes all elements of complex network facilities (including power, software, communications devices, lines, modems, and terminals).
- Monitors and controls the performance and status of the network resources.
- Utilizes software and hardware tools and identifies and diagnoses complex problems and factors affecting network performance.

Network Engineer

- Manages the purchase, installation, and support of network communications, including LAN/WAN systems.
- Evaluates current systems.
- Plans large-scale systems projects through vendor comparison and cost studies.

Network Planning Analyst

- Plans and evaluates complex existing network systems and makes recommendations for resources required to maintain and/or expand service levels.
- Provides highly skilled technical assistance in network planning, engineering, and architecture.
- Develops technical standards and interface applications, identifies and evaluates new products, and provides resolution for network problems.

Network Systems Administrator

- Provides system administration of Network, Web, and/or communication systems, including Local Area Network (LAN) and Wide Area Network (WAN) systems, involving network security.
- Prepares technical implementation plans that provide integrated solutions including actions, milestones, timelines and critical paths required for complete solutions.

Network Systems Manager

- Supervises all personnel engaged in the operation and support of network facilities, including all communications equipment in large scale or multi-shift operations.
- Supervises complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities.

Network/Hardware Support Technician

- Monitors and responds to hardware, software, and network problems.
- Provides the routine testing and analysis of all elements of the network facilities (including power, software, communications machinery, lines, modems, and terminals).
- Monitors and controls the performance and status of the network resources.

Operations Manager - Data Communications

- Manages all aspects of the daily operation for data network(s) in either a stand-alone data network environment in a voice and data separated network environment.
- Develops project plans for the implementation of new telecommunications technology and systems.
- Directs technical analysis of complex software, hardware, and transmission systems.
- Coordinates with vendors involved in providing communication activities.

Operations Manager - Voice Communications

- Manages all aspects of the daily operation for voice network(s) in either a stand-alone voice network OR in a voice and data separated network environment.
- Develops project plans for the implementation of new telecommunications technology and systems.
- Directs technical analysis of complex software, hardware, and transmission systems.

Operations Systems Manager

- Provides assistance and oversight for all information systems operations activities, including computer and telecommunications/communications operations, data entry, data control, operations support, operating systems programming, system security policy procedures, and/or web strategy and operations.
- Provides input to policy level discussions regarding standards and budget constraints.

Operations/Network LAN Administrator

- Supports, monitors, tests, and troubleshoots hardware and software problems pertaining to LAN.
- Recommends and schedules repairs.
- Provides end users support for all LAN- based applications.
- Installs and configures workstations.

Operations/Technical Support Analyst

- Provides technical guidance for directing and monitoring information systems operations.
- Implements machine modifications to increase the capacity of the system.
- Directs compilation of records and reports concerning production, machine malfunctioning and maintenance.

Operations/Technical Support Manager

- Provides technical guidance for planning, directing, and monitoring information systems operations.
- Plans and recommends machine modifications or additional equipment to increase the capacity of the system.
- Prepares operational cost estimates for current and proposed projects. Evaluates vendor proposals for purchases of hardware.
- Directs compilation of records and reports concerning production, machine malfunctioning, and maintenance.
- Consults on organizational, procedural, and work-flow plans, methods, and procedures analysis.
- Analyzes the results of workflow plans, monitors the operating system(s) and recommends changes to improve processing and utilization.

Project Engineer

- Manages long-term IT engineering projects.
- Performs engineering design evaluations and works to complete projects within budget and scheduling restraints.
- Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance.
- Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems.

Project Manager

- Leads team on large projects or significant segment of large complex projects.
- Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components.

Publications Analyst

- Administers publication policies and procedures that cover two or more functional areas in the publication job family.

Quality Assurance Specialist

- Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract.
- Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process.

Scientific Subject Matter Specialist

- Provides technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that require graduate level knowledge of the subject matter for effective implementation.
- Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

Security Coordinator

- Coordinates, develops, and evaluates security programs for an organization.

Site Manager

- Provides applications systems analysis and programming activities for a Government site, facility or multiple locations.
- Prepares long and short-range plans for application selection, systems development, systems maintenance, and production activities and for necessary support resources.

Software Architect

- Designs and develops new software products or major enhancements to existing software.
- Addresses problems of systems integration, compatibility, and multiple platforms. Responsible for project completion.
- Performs feasibility analysis on potential future projects to management.

Software Developer

- Resolves problems with software and responds to suggestions for improvements and enhancements. Acts as team leader on projects.
- Participates in development of software user manuals.
- Instructs, assigns, directs, and checks the work of other software developers on development team.

Software Systems Engineer

- Formulates/defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer.
- Designs, codes, tests, debugs, and documents those programs.
- Provides overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages.
- Assists all phases of software systems programming applications.
- Evaluates new and existing software products.

Strategic Planner

- Provides strategic planning of large projects or a significant segment of a strategic planning portion of a large complex project.
- Provides the overall approach to clarify mission statements so they can be used as springboards in envisioning their desired future.
- Assists in developing mission and vision statements, subsequent goal delineation, provides guidance for building operational plans and specifying measurable outcomes to include capital outlay planning efforts in a consolidated strategic planning process and prioritizes those initiatives.

Systems Administrator

- Installs new software releases, system upgrades, evaluates and installs patches and resolves software related problems.
- Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity.

Systems Analysis and Programming Director

- Develops software within an organization.
- Directs the software engineering function in developing, releasing, and maintaining software applications/operating systems according to business needs.

Systems Engineer

- Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment.
- Provides quality assurance review and the evaluation of new and existing software products.

Systems Management Technologist

- Analyzes, develops, operates, and maintains software libraries and catalogs.
- Provides support and direction for user groups in the use of the software/hardware systems and programs to support an integrated system.

Technical Editor

- Reviews content of technical documentation.
- Ensures that documents follow the style laid out in the company's style guide.

Technical Subject Matter Specialist

- Applies subject matter knowledge to high-level analysis, collection, assessment, design, development, modeling, simulation, integration, installation, documentation, and implementation.
- Resolves problems, which necessitates an intimate knowledge of the related technical subject matter.

Technical Writer

- Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses.

- Coordinates the display of graphics and the production of the document.

Telecommunications Analyst/Technician

- Provides maintenance of the switching equipment.
- Performs more complex activities for routine maintenance on switch.
- Reads and interprets circuit diagrams and electrical schematics.

Telecommunications Engineer/Analyst

- Supports complex engineering and/or analytical tasks and activities associated with one or more technical areas within the telecom function such as, but not limited to, network design, engineering, implementation, or operations/user support.

Telecommunications Manager - Multiple Incumbents

- Addresses the needs of individual customer groups (e.g., company divisions or business lines) or may reflect total management responsibilities (including planning, engineering, implementation, and operations) for either voice or data communications in a separated network environment.
- Manages/coordinates day-to-day planning, design, operations, maintenance, and resource allocation including client server support and strategic and tactical planning
- Coordinates with customers, vendors, and corporate management.
- Interfaces with Senior/Executive Management to coordinate telecommunication plans with overall business plan.

Telecommunications Network Help Desk

- Responds to user complaints to research complex problems associated with the organization's telecommunications networks (voice and/or data).
- Diagnoses problem source through discussions with users. Coordinates with internal company support and operations groups and/or with vendors to resolve problems.
- Follows up with users to ensure problem has been resolved. Develops supporting documentation of all activities.

Telecommunications Programmer/Systems Analyst

- Develops telecommunications software solutions to address user needs.
- Interfaces with users to define needs.
- Designs, develops, and tests complex communications software interface programs.

Telecommunications Technician

- Installs, troubleshoots, repairs and maintains telecommunications equipment.
- Provides reports, completes requests for new service, determines methodology for installing telephone service, determines appropriateness of moderate equipment changes or modifications, call switches, test trunks, test links and installs communication circuits.

Telecommunications/Communications Integration Engineer

- Provides technical direction and analysis for telecommunication activities, including planning, designing, integrating, installing and maintaining large-scale telecommunications/ communications networks and services with computer systems.
- Applies telecommunications/communications engineering principles and theory to propose design and configuration alternatives.
- Analyzes network performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols to interface with computer systems.

Test Engineer

- Subject matter specialist providing testing know-how in for the support of user requirements of complex to highly complex software/hardware applications.
- Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

Voice Communications Manager

- Ensures that adequate and appropriate planning is provided for remote hardware and communications facilities to develop and implement methodologies for analysis, installation and support of voice communications systems.

Voice Communications Technician

- Monitors and responds to complex technical control facility hardware and software problems. Interfaces with vendor support service groups to ensure proper escalation during outages or periods of degraded system performance.
- Maintains PBX/systems and associated hardware.

Web Content Analyst

- Provides for development and content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision-making.
- Provides managing/performing website editorial activities including gathering and researching information that enhances the value of the site.

Web Designer

- Designs and builds web pages using a variety of graphics software applications, techniques, and tools.
- Designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's online offerings.
- Designs the website to support the organization's strategies and goals relative to external communications.

Web Security Analyst

- Performs all procedures necessary to ensure the safety of the organization's website and transactions across the Internet/intranet.
- Applies Internet firewall technologies to maintain security.
- Ensures that the user community understands and adheres to necessary procedures to maintain security.
- Updates and deletes users, monitors and performs follow-up on compliance violations, and develops security policies, practices, and guidelines.

Web Software Developer

- Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of the website.
- Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website.
- Deploys large web-based transaction systems using application servers.
- Researches, tests, builds, and coordinates the integration of new products per production and client requirements.