

Attachment J.25

The above job description and basic qualifications statement for the Program Manager is the only one being changed via Amendment #2. The remaining Labor Category Descriptions and Basic Qualifications contained in Section J.25 remain unchanged.

Labor Category Descriptions and Basic Qualifications

2. Program Manager- (Contract Key Personnel)

Serves as Program Manager for a large, complex program with centralized and task orders support requirements. Manages substantial software development contract support operations including multiple projects. Organizes, directs, and coordinates planning and production of all the contractor's support activities. Demonstrated experience for oral and written communications with all levels of management for planning and control of projects. Interfaces with CDC management personnel, CDC contracts staff, and other cognizant CDC officials. Capable of meeting in conference with CDC project managers and stating problems in a form capable of being solved. Formulates and reviews project plans, determines cost, and ensures conformance to work standards. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Assigns, schedules, and reviews work of subordinates. Able to evaluate proposed information systems to determine technical feasibility with government specified technologies, cost for implementation and operation, as well as functional adequacy. Demonstrated ability to manage a team composed of analyst/programmers and specialists in designing and implementing computer systems.

Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.