

**DSD Laboratories, Inc. Labor Category Descriptions (2019)**

**1 EDUCATIONAL EQUIVALENCY REQUIREMENTS**

**High School Diploma/Equivalent:**

When requiring a high school diploma, a ratio of 1:1 will be used for candidates/applicants/incumbents with less than a high school diploma. One (1) year of paid full-time experience equals one year of high school education. Unpaid internships and other volunteer work experience, if full-time, can count as full-time experience depending on the nature of the internship/work compared with the required experience for the position. This applies to part-time unpaid internships and other volunteer work experience and will count as part-time experience.

A candidate/applicant/incumbent that has completed an 8th grade education will need to have four (4) years of fulltime experience to substitute for the required high school diploma or GED.

**Undergraduate College Education/Equivalent:**

When requiring a Bachelor’s degree, generally, one (1) year of related, full-time experience is considered equal one year of college and vice versa. A candidate/applicant/incumbent that has received a high school diploma will need to have four (4) years of related full-time experience to substitute for the bachelor’s degree. Unpaid internships and other volunteer work experience, if full-time, can count as full-time experience depending on the nature of the internship/work compared with the required experience for the position. This applies to part-time unpaid internships and other volunteer work experience and will count as part-time experience.

**Graduate College Education/Equivalent:**

When the equivalency is allowed, a Master’s degree is generally considered two (2) years of experience. This means that if a candidate/applicant/incumbent has a Master’s degree this would equal six (6) years of experience if he/she has a high school diploma and vice versa.

**Ph.D./Doctorate Degree:**

When the equivalency is allowed, a Ph.D./Doctorate is generally considered two (2) years of relevant experience. This means that if someone has a Ph.D./Doctorate degree this would equal eight (8) years of experience if he/she has a high school diploma and vice versa.

<b>Table of Degree Equivalents</b>		
<b>Degree Equivalent</b>	<b>=</b>	<b>Work Experience</b>
<b>Associate</b>	<b>=</b>	<b>2 years</b>
<b>Bachelor</b>	<b>=</b>	<b>4 years</b>
<b>Master</b>	<b>=</b>	<b>6 years</b>
<b>Ph. D./Doctorate</b>	<b>=</b>	<b>8 years</b>

## 2 LABOR CATEGORY DESCRIPTIONS

Labor ID	Labor Category	Min Years Exp	Description	Min Education
BI-2	Business Integration Analyst II	6	Provides expert advice, assistance, guidance and counseling in support of customer requirements. Skills include, but are not limited to, problem definition, analysis, requirements development and project / task recommendations. The Business Integration Analyst has the ability to integrate and implement approved task / project recommendations.	Bachelor's Degree. Applicable experience may be substituted for degree requirements.
BI-3	Business Integration Analyst III	9	Provides expert advice, assistance, guidance and counseling in support of customer requirements. Skills include, but are not limited to, problem definition, analysis, requirements development and project / task recommendations. The Business Integration Analyst has the ability to integrate and implement approved task / project recommendations.	Bachelor's Degree. Applicable experience may be substituted for degree requirements.
BI-5	Business Integration Analyst V	13	Provides expert advice, assistance, guidance and counseling in support of customer requirements. Skills include, but are not limited to, problem definition, analysis, requirements development and project / task recommendations. The Business Integration Analyst has the ability to integrate and implement approved task / project recommendations.	Bachelor's Degree. Applicable experience may be substituted for degree requirements.
CS-2	Consultant II	6	Supports Senior Management with in-depth analysis of delivery order operating procedures and workflow. Will advise of most efficient methods of accomplishing delivery order objectives and deliverables based on specific area of expertise.	Bachelor's Degree. Applicable experience may be substituted for degree requirements.
CSS-2	Sr Consulting Scientist	6	Completes project-specific tasks and client presentations. Defines and guides sub-tasks of a project's business and technical needs. Analyzes client issues and project data, and developing of appropriate deliverables using available tools. Directs junior staff on project requirements and tasks. Provides management support on engineering, financial, advertising, marketing, communications and supply chain logistics engagements.	Bachelor's Degree. Applicable experience may be substituted for degree requirements.
ECS-1	Executive Consulting Scientist	11	Experience in scientific or engineering field related to the delivery order. Performs logical analysis of complex scientific, engineering and other technical problems and formulate solutions.	Bachelor's Degree. Applicable experience may be substituted for degree requirements.
ITS-2	Sr Instructor/Training Specialist	4	Under general supervision, responsible for development of training course specifications.	Bachelor's Degree. Applicable experience may be substituted for degree requirements.

<b>PM-2</b>	<b>Sr Program Manager</b>	10	Experience providing management and technical direction of multiple complex projects to project personnel.	Bachelor's Degree. Applicable experience may be substituted for degree requirements.
<b>SME-1</b>	<b>Subject Matter Expert I</b>	4	Provides unique and specialized expertise on a specific business, technical or management subject. The SME may serve as a senior advisor / analyst to customer's executive management team for functional expertise. The SME must have strong writing and communications skills and the ability to interface with senior and executive management.	Bachelor's Degree. Applicable experience may be substituted for degree requirements.
<b>SME-2</b>	<b>Subject Matter Expert II</b>	6	Provides unique and specialized expertise on a specific business, technical or management subject. The SME may serve as a senior advisor / analyst to customer's executive management team for functional expertise. The SME must have strong writing and communications skills and the ability to interface with senior and executive management.	Bachelor's Degree. Applicable experience may be substituted for degree requirements.
<b>SME-3</b>	<b>Subject Matter Expert III</b>	9	Provides unique and specialized expertise on a specific business, technical or management subject. The SME may serve as a senior advisor / analyst to customer's executive management team for functional expertise. The SME must have strong writing and communications skills and the ability to interface with senior and executive management.	Bachelor's Degree. Applicable experience may be substituted for degree requirements.
<b>SME-4</b>	<b>Subject Matter Expert IV</b>	11	Provides unique and specialized expertise on a specific business, technical or management subject. The SME may serve as a senior advisor / analyst to customer's executive management team for functional expertise. The SME must have strong writing and communications skills and the ability to interface with senior and executive management.	Bachelor's Degree. Applicable experience may be substituted for degree requirements