

Labor Category Descriptions/Qualifications

Analyst

Description: The Analyst may be a member of a project team or work directly on contract deliverables; often working with Client's staff. Uses established practices, procedures, tools and techniques in providing consulting and advisory services and developing work products. Performs data and information collection, research, and analyses. Competently applies standard procedures to routine tasks; identifies and reports potentially problematic issues that include a recommended solution. Obtains publicly available information and data in course of work. Frequently audits data and information for updates and/or changes. Provides research outcome via graphs, charts, and or reports. Assists in developing information and/or data for briefings, reports and/or contract deliverables.

Education: Bachelor's degree or equivalent experience (2 years of experience for 1 year of education).

Experience: Minimum of 1 year of experience.

Associate

Description: The Associate works under close supervision and uses established practices, procedures, tools and techniques in providing consulting and advisory services and developing work products. Develops documents, presentations, technical data reports, recommendations, and works with client's staff in meeting contract deliverables. Receives direction in planning and accomplishing assignments.

Education: Bachelor's degree or equivalent experience (2 years of experience for 1 year of education).

Experience: Minimum of 1 year of experience.

Associate II

Description: The Associate II may be a member of a project team or work directly on contract deliverables. Uses established practices, procedures, tools and techniques in providing consulting and advisory services and developing work products. Develops documents, presentations, technical data reports, recommendations, and works with client's staff in meeting contract deliverables. May provide functional guidance to the Associate I and be assigned specific client deliverables. Acts independently to plan and accomplish assignments.

Education: Bachelor's degree or equivalent experience (1 year of experience for 1 year of education).

Experience: Minimum of 3 years of experience.

Associate III

Description: The Associate III is a member of a project team or works directly on contract deliverables. Utilizes previous experience and existing skills, procedures, tools and techniques in providing consulting services, and developing work products. Develops documents, presentations, technical reports, recommendations and works with client's staff in meeting contract deliverables. May provide functional guidance to project team members and be assigned specific client deliverables. Acts independently to plan and accomplish assignments.

Education: Bachelor's degree or equivalent related experience (1 year of experience for 1 year of education).

Experience: Minimum of 4 years of experience.

Consultant I

Description: The Consultant I uses knowledge and extensive internal and external experience in developing solutions and implementing methodologies to enhance client services and deliverables. Is responsible for complex client engagements and/or projects, provides functional leadership for area of responsibility and may lead project team. Actively participates in developing and delivering consulting and advising services for businesses in the private or public sectors. Resourceful in developing creative solutions in meeting client expectations and/or offering new services. Develops and presents training programs for clients and writes industry articles that are published through various communication venues.

Education: Bachelor's degree or equivalent related experience (1 year of experience for 1 year of education).

Experience: Minimum of 2 years of related experience.

Consultant II

Description: The Consultant II uses knowledge and extensive internal and external experience in developing solutions and implementing methodologies to enhance client services and deliverables. Is responsible for large and/or complex client engagements and/or projects and has a leadership role within area of responsibility. May act as deputy client liaison; tracks and manages service performance; and provides guidance to the project team. Has a key role in developing and delivering consulting and advising services for businesses in the private or public sectors. Resourceful in developing creative solutions in meeting client expectations and/or offering new services. Presents at industry events, publishes articles and develops internal and external training programs.

Education: Bachelor's degree or equivalent experience (1 year of experience for 1 year of education).

Experience: Minimum of 4 years of related experience.

Consultant III

Description: The Consultant III provides technical leadership and direction to enhance client services and deliverables. Exercises industry expertise and internal experience in selecting methods, techniques, and evaluation criteria to obtain results. Resourceful in developing creative solutions in meeting client expectations and/or offering new services. Leads large and/or complex client engagements and has client liaison responsibility that requires project team and engagement management and achieving client deliverables. Presents at industry events, publishes articles and develops internal and external training programs.

Education: Master's degree or equivalent experience (1 year of experience for 1 year of education).

Experience: Minimum of 6 years of experience that includes 2 years of management experience.

Engineer I

Description: The Engineer I uses technical skills, knowledge and industry experience to audit and evaluate systems, operations and equipment for overall operational effectiveness. Identifies and develops recommendations; performs calculations, prepare technical reports and presentations. Completes a detail analysis to support cost/benefit of recommendations and to validate underlying logic and assumptions. Interprets technical manuals and mechanical/electrical schematics regularly before making recommendations. Manages project teams; evaluates and strives to increase service performance and works with clients to enhance cost savings that are often made public to their shareholders. Develops internal and external presentations, trainings and technical briefs.

Education: Bachelor's degree.

Experience: Minimum of 4 years of experience.

Engineer II

Description: The Engineer II uses technical skills and extensive industry experience to audit and evaluate systems, equipment, energy use, water consumption and waste removal to offer innovative low or no cost solutions to reduce costs and improve overall operational efficiency. Have extensive experience, industry knowledge and exceptional technical training; develops and delivers solutions to meet the client's unique requirements. Is skilled in developing customized recommendations for increasing sustainability efforts. Leads project teams; evaluates and strives to increase service performance, and works with clients to enhance cost savings that are often made public to their shareholders. Develops internal and external presentations, trainings and technical briefs.

Education: Bachelor's degree.

Experience: Minimum of 6 years of related experience.

Project Assistant I

Description: The Project Assistant I works under close supervision of technical and management staff to provide routine support to projects and/or to internal functions. Uses established tools and processes to complete tasks including information collection and entry, reviewing standard forms/documents, note taking and documentation, electronic and hard copy file maintenance and organization, scheduling meetings, researching publicly available information, and completing standard paperwork.

Education: High school diploma.

Experience: No minimum related experience.

Project Assistant II

Description: The Project Assistant II provides routine support to projects and/or to internal functions. Uses prior experience and established tools and processes to complete tasks including information collection and entry, reviewing standard forms/documents, note taking and documentation, recordkeeping, file maintenance and organization, scheduling meetings, researching publicly available information, completing standard paperwork, and preliminary deliverable planning and preparation. Works under direction and supervision of technical and management staff but may act independently to plan and perform limited tasks.

Education: Associate's degree or equivalent experience (1 year of experience for 1 year of education in addition to required minimum experience).

Experience: Minimum of 1 years of related experience.

Project Assistant III

Description: The Project Assistant III provides support to projects and/or to internal company management functions. Uses knowledge and internal and external experience to complete tasks including information collection and entry, reviewing standard forms/documents, note taking and documentation, recordkeeping, file maintenance and organization, scheduling meetings, researching project information, completing paperwork, and drafting client deliverables and communication. May act under direction of technical and management staff but requires limited supervision to accomplish tasks. Acts independently to plan and perform some tasks.

Education: Bachelor's degree or equivalent experience (1 year of experience for 1 year of education in addition to required minimum experience).

Experience: Minimum of 2 years of related experience.

Research Assistant I

Description: The Research Assistant I is responsible for a variety of functions that may involve data collection, research, and quantitative or qualitative analysis. Obtains publicly available information and data in course of work. Provides logistical and research support activities for projects, contracts, and/or client deliverables. Frequently audits data and information for updates and/or changes. Applies quality assurance techniques to produce accurate information. Develops reports, charts and graphs.

Education: Bachelor's degree or equivalent experience (2 years of experience for 1 year of education).

Experience: 0 years of experience.

Senior Consultant

Description: The Senior Consultant leads large and/or complex client engagements. Provides innovative consulting and advisory services to businesses in the private and public sectors. Senior Consultant I is a subject matter expert in market transformation and business development. Uses extensive industry knowledge and experience to develop and deliver innovative solutions, products and services. Acts as client liaison and directs project team and engagement activities in meeting contract deliverables. As a subject matter expert, often is a presenter at industry events and has published a significant number of articles in business publications and through website offerings.

Education: Master's degree or equivalent experience (1 year of experience for 1 year of education).

Experience: Subject Matter Expert with a minimum of 8 years of experience that includes 3 years of management and at least 1 year of business development experience.

Senior Consultant I

Description: The Senior Consultant I serves as lead consultant on projects and provides strategic high level consulting and contract management services. Regarded as an industry expert, has multiple clients and consulting engagements within the private and public sectors. Uses extensive industry knowledge and experience to lead, develop and deliver solutions that aligned to the client's unique requirements. Acts as client liaison and directs all project team and engagement activities in meeting contract deliverables. As a subject matter expert, often is a presenter at industry events and has published a significant number of articles in business publications and through website offerings.

Education: Master's degree or equivalent experience (1 year of experience for 1 year of education).

Experience: Subject Matter Expert with a minimum of 10 years of experience that includes 4 years of management experience.

Senior Engineer

Description: The Senior Engineer uses expert level technical skills and experience to audit and evaluate systems, equipment, energy use, water consumption and waste removal to offer innovative low or no cost solutions to reduce costs and improve overall operational efficiency. Develops and delivers technical consulting and advisory services that meets the client's unique requirements. Is skilled in developing customized recommendations and solutions for increasing sustainability efforts. Leads project teams; evaluates and strives to increase service performance and works with clients to enhance cost savings that are often made public to their shareholders. Develops internal and external presentations, trainings and technical briefs.

Education: Bachelor's degree.

Experience: Minimum of 8 years of experience.

Senior Engineer II

Description: The Senior Engineer II directs the engineering team in providing extensive technical consulting and advising services. Is highly skilled in area of expertise and is often requested, by clients, to participate in planning and service delivery discussions. Routinely strives to maximize results, provides no-cost or low-cost solutions, and identifies opportunities to increase client's return on investment. Has oversight and responsibility for client deliverables, serves as a member of the executive management team, and leads engineering services. As a subject matter expert, selects methods, techniques and evaluation criteria to obtain significant results and to continually enhance service offerings.

Education: Masters' degree.

Experience: Subject Matter Expert with a minimum of 12 years of experience that includes 4 years of management experience.

Senior Principal Manager

Description: The Senior Principal Manager sets strategic direction and determines organizational priorities. Directs contract performance and all related decisions and actions. Has expert level experience and knowledge; delivers consulting and advisory services to clients in a wide range of businesses both public and private. Delivers unique, cost saving solutions; ensures services are of the highest level. Recognized industry expert; nationally recognized speaker and/or presenter and is a well published author of numerous subject matter expert articles.

Education: Master's degree or equivalent experience (1 year of experience for 1 year of education).

Experience: Subject Matter Expert with a minimum of 15 years of experience that includes at least 5 years of executive level management experience.

Technical Analyst

Description: The Technical Analyst collects data, conducts research, performs analysis and develops reports. Applies experience and technical skills to communicate data clearly and effectively through graphical means; conveying related information effectively to a wide variety of audiences. Tracks and manipulates large/complex data sets and applies appropriate statistical models to derive estimated investment costs and savings. Frequently audits data and information for updates and/or changes in order to utilize and report most current data available. Applies quality assurance techniques to produce accurate information.

Education: Bachelor's degree or equivalent technical experience (1 year of experience for 1 year of education).

Experience: Minimum of 4 years of experience.

Senior Technical Analyst

Description: The Senior Technical Analyst designs and implements measurement and verification protocols that enable accurate and effective data analysis. Communicates data clearly through graphical means; conveys related information effectively to a wide variety of audiences. Calculates and analyzes key metrics to develop forward thinking strategies that can be used to support recommendations. Develops and reviews complex data to identify anomalies and for accuracy, reliability and client application.

Education: Bachelor's degree or equivalent technical experience (1 year of experience for 1 year of education).

Experience: Minimum of 6 years of experience.