

# Labor Category and Skill Level Descriptions

## Attachment J001

Labor Category	Minimum/General Experience
<b>Project Manager</b>	<p>A Master's degree or higher in the following areas of study: engineering, mathematics, science, statistics, space studies, safety, administration or management from an accredited university and at least ten (10) years of experience in survey research, other data collection methods, and statistical techniques.</p> <p>The Contractor may submit a candidate for FAA consideration who demonstrates other equivalent combinations of education and experience. Overall, credentials must demonstrate the individual has specified knowledge of transportation. The program manager must ensure that quality control is undertaken in all aspects of the project.</p>
<b>Task Team Leader</b>	<p>A Master's degree or higher in the following areas of study: engineering, mathematics, science, statistics or aviation studies from an accredited university and at least two (2) years' experience of progressively increasing responsibility in leading a survey project team.</p> <p>The Contractor may submit a candidate for FAA consideration who demonstrates other equivalent combinations of education and experience. Overall, credentials must demonstrate the individual's knowledge of data collection and analysis in the field of transportation.</p>
<b>Principal Analyst</b>	<p>A Bachelor's degree or higher in the following areas of study: engineering, mathematics, science, statistics or aviation studies from an accredited university and at least five (5) years' experience of progressively increasing responsibility in leading a survey project team.</p> <p>The Contractor may submit a candidate for FAA consideration who demonstrates other equivalent combinations of education and experience. Overall, credentials must demonstrate the individual's knowledge of data collection and analysis in the field of transportation.</p>
<b>Planning Analyst</b>	<p>A Bachelor's degree or higher in the following areas of study: engineering, mathematics, science, statistics or aviation studies from an accredited university and at least two (2) years' experience of progressively increasing responsibility in leading a survey project team.</p> <p>The Contractor may submit a candidate for FAA consideration who demonstrates other equivalent combinations of education and experience. Overall, credentials must demonstrate the individual's knowledge of data collection and analysis in the field of transportation.</p>
<b>Consultant</b>	<p>A Bachelor's degree or higher in the following areas of study: engineering, mathematics, science, statistics or aviation studies from an accredited university and at least two (2) years' experience of progressively increasing responsibility in leading a survey project team. Consultants have a background in survey design, implementation and reporting, data acquisition, analytics and research support.</p>

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<b>Data Collection Coordinator</b>	<p>A Bachelor's degree or higher in engineering, mathematics, science, statistics or aviation studies from an accredited university and at least two (2) years' experience in the area of survey data. Experience in database management is required.</p> <p>The Contractor may submit a candidate for FAA consideration who demonstrates other equivalent combinations of education and experience.</p>
<b>Senior Analyst</b>	<p>A Bachelor's degree in related subject area, and at least three (3) years' experience in the area of survey data. Experience in survey design, implementation and reporting, data acquisition, analytics, research support, and industry specific analysis with regard to competitive insights, and the use of analytical software.</p> <p>The Contractor may submit a candidate for FAA consideration who demonstrates other equivalent combinations of education and experience.</p>
<b>Research Analyst</b>	<p>A Bachelor's degree in related subject area, with at least three (3) years' experience. Ability to perform analytical tasks, such as preparation of tables, charts, and graphs, or secondary research under the supervision of senior staff.</p> <p>The Contractor may submit a candidate for FAA consideration who demonstrates other equivalent combinations of education and experience.</p>
<b>Administrator</b>	<p>A Bachelor's degree or higher, and at least five (5) years' of experience in project cost accounting, timecard reporting, invoicing, and office operations.</p> <p>The Contractor may submit a candidate for FAA consideration who demonstrates other equivalent combinations of education and experience.</p>
<b>Support Staff</b>	<p>A High School degree or higher and at least one (1) year experience as a support professional in the area of research/industry environment. Computer skills and knowledge of Microsoft Office, especially Excel is required.</p> <p>The Contractor may submit a candidate for FAA consideration who demonstrates other equivalent combinations of education and experience.</p>