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B1. Good Example of Expanded Job Description

Capture requirements, Sprint Planning & Execution: 10%

- Capture business and application requirements, brainstorm requirements.
- Document functional requirements and operations (calculations, technical details, data manipulation and processing etc.).
- Sprint-planning:
 - Participate in meeting held on first day of each sprint involving Scrum Master, Product Owner, and Team, where Product Owner presents the set of features to be achieved in the sprint.
 - Work estimates are reviewed to see the team has sufficient time to complete all the requested features in the sprint and team commits to the sprint.
 - The lower priority features added back into the product backlog, until the workload for the sprint is enough to obtain the team's commitment.

Analysis, Design, Maintenance, Performance Tuning, Documentation and Testing– 20%

- Create design documents for defining process, Quality and Information analyzer jobs
- Analysis and study of existing systems.
- Identify low performance jobs and rewrite/redesign to improve performance.
- Identify the underperforming queries and rewrite.
- Create appropriate indexes for the relevant columns of the tables in database.

- Documentation of test cases and workflow instructions
- Unit test of DataStage Jobs for extraction, transformation and loading of client data.

Technical Design Documentation and Data Migration – 50%

- Create low level design documents for Parallel jobs, batch jobs and Sequence jobs
- Handle database server backups appropriately, and data recovery.
- Export / Import wizard to move the data between different servers - Development, QA, and Production.
- Execute parallel jobs, batch jobs or sequencers for data migration.
- Extract client data with IBM DataStage from Oracle and map the data into target business warehouse.
- Monitor errors and warnings using IBM DataStage Director.
- Track Slowly Changing Dimensions (SCD) using Surrogate Keys.
- Implementation of Naming Conventions, Parameterizing the variables from Global Environment to stage level.
- Extraction and transformation of data using Parallel Extender for parallel processing.
- Work with various stages of Parallel Extender like Sequential file, Dataset, Lookup, Transformer, Merge, Aggregator, Row generator, Surrogate key generator and many more to design jobs and load the data in to Fact and Dimension tables.
- Design and create User-Defined SQL queries for extracting the data from source systems.
- Work on Error Handling in IBM DataStage.
- Develop automated and scheduled load processes using Unix Shell scripting.

Organize, Manage Development – 10%

- Code deployment to Development, QA and Production environments.
- Share the functional requirements document and work on test plan development.
- Create unit test cases for different application functions and SQL procedures.
- Provide inputs on the test data preparation phase.
- Review of Test cases with the client team and provide a sign-off.
- Perform integration and smoke test in development before deploying application to QA.
- Support QA team with testing till code is deployed to production.
- Track defects information in HP Quality Center tools.

Onsite-Offshore coordination – 10%

- Knowledge transfer from the client to the team – Obtain the necessary technical knowledge and share, train the team.
- Communicate timelines, progress, delays of the work assigned on daily basis from the team to the client and vice versa.
- Conduct review meetings with the concerned development and support teams on daily assignments, management of Development and testing tasks.

B2. Good Example of Expanded Job Description

Develop and maintain Web application- 40%

- Capture business and application requirements, brainstorm requirements.
- Create design documents based on the business requirements.
- Develop new user interface screens depending on business requirements using ASP.Net MVC, C# and other Microsoft technologies.
- Build responsive web pages using Bootstrap.
- Create store procedures and required database scripts using SQL Server 2012.
- Design and create new tuned SQL procedures to retrieve, process and store data for application based on designs, business requirements.
- Create database triggers for automation, views, stored procedures and user defined functions.
- Maintain referential integrity, domain integrity and column integrity by using the available options such as constraints etc.
- Involve in the SQL code walk through and reviews with the team.
- Create and implement DB data encryption procedures using hashing and key encryption.
- Create/Update Entity Relationship (ER) Diagrams to the proposed database changes.
- Analyze and implement the code to integrate various functional workflows of all the modules.

Unit and Smoke test - 20%

- Develop unit test cases for the implemented requirements and all modules.
- Write unit test cases for different application functions and SQL procedures.
- Perform unit testing using developed test cases.
- Perform basic integration and smoke testing in dev environment before deploying application to QA environment.
- Support QA team with testing till code is deployed to production.

Performance Tuning - 15%

- Monitor application performance using various open source, HP performance monitoring tools.
- Identify the underperforming procedures and redesign the high-performance procedures to retrieve or persist information in database tables.
- Identify the low performance queries and joins and create indexes for the relevant columns of the tables and improve performance.
- Perform performance testing to measure application response times using HP Performance Center.

Project Planning and Management – 15%

- Identify the scope of projects and deliveries of the proposed system on iterations base.
- Create multiple phases of system and deliver the relevant modules and meet the deadline.
- Establish milestones for various Sprints of Agile development.
- Analyze, develop modules and train project team.

- Establish project budget based on the estimates to full fill project requirements.
- Track the project implementation progress status for each module's functionality by the tracking tools.
- Resolve the technical implementation issues in technologies and deployment issues in production.
- Publish various weekly, monthly project progress reports and recommendations to achieve project targets, milestones.

Documentation and Support - 5%

- Develop and maintain user documentation.
- Develop and maintain reference cards for help desk support.
- Create and maintain user manuals for the application and its modular functions.
- Provide help desk support to resolve the issues faced by end users.

Analysis and Enhancements – 5%

- Collect and document the feedback from end users who are using the proposed system.
- Prepare the technical summary report document to improve the system by compiling end-users feedback.
- Analysis and study of existing systems.
- Documentation of business requirement for enhancing applications features.
- Identify new advance technologies of implementation to improve the system performance and do the performance test by creating performance test cases.
- Implement the integrated work flows for the relevant modules.

B3. Good Example of Expanded Job Description

Original Job duties in Support letter:

- Design and develop solutions for complex applications problems.
- Provide system administration support.
- Address network concerns and create a network map for the organization.
- Perform systems management and integration functions.
- Provide technical support and assist with troubleshooting of system issues.
- Manage system, network incident and support infrastructure.
- Maintain Business Continuity Planning (BCP).
- Provide support to the training program.

Expanded Duties while responding RFE:

Design and develop application 25%

- Participate in the Software Development Life Cycle (SDLC) from conceptual analysis to implementation based on the customer requirements.
- Provide quality assurance, quality control and production support.
- Analyze, design and development of the code to integrate the functional workflow.
- Identify the scope of projects and deliver the proposed system in Agile methodology.
- Plan phased development and deliver the relevant modules meeting deadline.
- Resolve the technical implementation issues in technologies or deployment issues in production.

Provide System administration and support 25%

- Handle queries of IT system to provide onsite support for installation.
- Resolve problems regarding performance tuning, networking & application conflicts for site & client VPNs
- Ensure to achieve change management goals as per client's requirements.
- Install & configure Domain Host Control Protocol (DHCP), Domain Name Server (DNS) & Internet Information Services (IIS) on windows servers.
- Maintain Active Directory to Create and Configure domain user accounts, group accounts and Assigning User Permissions.
- Fix Domain logon problems and grant access to resources throughout the network.
- Create and manage shared folders, and troubleshoot share permissions.

Address network concerns and create a network map for the organization 15%

- Forecast service delivery functions to ensure end-to-end ownership of incidents and service requests adhering to SLAs.
- Migration of Microsoft Active Directory and Exchange Server Migrations for large corporations.
- Implement security policy and virus protection.

Provide Technical support 10%

- Provide technical support and troubleshoot systems.
- Communicate with external & internal customers for reported incidents and ensure proper resolution.
- Handle servers using VMware, terminal services, RDP, PC, VNC viewer meeting SLAs.

- Manage trouble ticket queue, configure monitoring alerts, performance monitoring and system diagnostics.

Manage system and network infrastructure 10%

- Maintain and manage system and network incident and support infrastructure
- Administer systems involving design of network layouts (switches, wireless routers, firewalls, VPN, load-balancers & file servers).
- Configuration & maintenance of auto backups.

Maintain Business Continuity Planning (BCP) 5%

- Support Data Center Migration, inventory of systems, retire and decommission old infrastructure.
- Plan and coordinate for Disaster Recovery.

Provide Training 10%

- Create and maintain user manuals for the application and network infrastructures.
- Train support and develop new team members.
- Provide help desk support to fix the issues faced by end users.

B4. Good Example of Expanded Job

Description for Level 1

Task	% of time per week	Managed By
<p>Capture and Analyze user requirements and Design</p> <ul style="list-style-type: none"> • Capture and document business requirements from end to end business functions and design business analytics architecture. • Responsible for reviewing and mapping of business requirements and preparation of functional design document and Technical design documents. 	25%	Team Lead
<p>Design, Develop and Test</p> <ul style="list-style-type: none"> • Validate, build and deploy analytical solutions across the business functions. • Design and develop Tables, Views, and Stored Procedures and Partitioned Tables for large tables. • Create sequences and views. • Create and maintain stored procedures, PL/SQL and SQL statements, and triggers to be used in Oracle environment and created standardized exceptions handling. • Identify UI (User Interface), functionality defects and caveats in the Functional Requirements that were addressed prior to User Acceptance Testing (UAT). • Handle all designing, developing, debugging and testing of reports in SQL Server Reporting Services (SSRS). • Maintain data integration to unite data from existing system using SSIS and perform transformations on MS SQL 2008. • Generate lookup reports using SSRS. • Migrate data from various data sources using OLE DB connection by creating various SSIS packages, loading the data into flat file or Excel file formats. • Handle performance tuning of SQL queries and fix long running queries to decrease package execution time. • Troubleshoot issues and errors using SQL Server Integration Services (SSIS). • Conduct Unit Testing of various functionalities and perform defect analysis during the pre-production stage. • Migrate deliverables such as PL/SQL packages to different environments. 	55%	Team Lead

<p>Document and Implement</p> <ul style="list-style-type: none"> • Adhere to strategies, polices and standards associated with the assignment being performed must be documented. • Document the daily, monthly and yearly activities from a functional standard to handle the smooth transition. • Coordinate with the Business Analysts to create new reports and update existing report as per business requirement and practices. 	10%	Team Lead
<p>Project Management and Coordination</p> <ul style="list-style-type: none"> • Analyze processing requirements, workflows and Schedule limitation to plan systems per requirements. • Involve in project meetings/design groups with other team members to get weekly status reports. • Organize meetings with client to maintain Defect Detection Efficiency, Release scope and other statistics. • Participate in high level business meetings and analyze and plan user stories. • Publish periodical project status reports to Management. 	10%	Team Lead
TOTAL	100% (40 hrs./week)	

B5. Good Example of Expanded Job

Description and mapping courses

Task	% of time spent per week	Courses used and Experience
Implement an automated software engineering delivery/development.	5%	Studied subjects like Data Structures through C language while pursuing his Bachelors of Technology .
Identify, Analyze different toolsets and implementing various practices across an internal open source community.	5%	Undertook courses on cloud computing, programming languages and software engineering while pursuing his Master of Science .
Coordinate with other application feature teams to ensure implementation of integrated design and testing.	10%	Studied subjects like real time systems and software engineering while pursuing his Master of Science .
Implement continuous integration/continuous delivery pipelines.	10%	Studied courses on cloud computing, programming languages and software engineering while pursuing his Master of Science .
Support development, test and production phases during production implementation.	10%	Studied subjects like cloud computing, programming languages and software engineering while pursuing his Master of Science .
Design applications for automated monitoring & alerts.	10%	Subjects like cloud computing, programming languages, software engineering, compiler design, operating systems and database systems were studied in his Master of Science program .
Maintain integrity of the software build & deploy processes and improve version control and integration across development, test and production environments.	10%	Studied subjects like cloud computing, programming languages, software engineering, compiler design, operating systems and database systems while pursuing his Master of Science .
Implement and support DevOps tools for configuration management, build, deploy continuous integration, automated testing and automated self-service release management.	10%	Studied subjects like cloud computing, programming languages, software engineering, compiler design while pursuing his Master of Science .

Analyze emerging build/deploy technologies and tools including cloud based development.	10%	Studied subjects like cloud computing, programming languages, software engineering, compiler design while pursuing his Master of Science .
Code, debug, revise and document intricate objects or systems, design solutions based on functional area assigned.	10%	Studied subjects like cloud computing, programming languages, software engineering, compiler design, mobile app programming while pursuing his Master of Science .
Technologies used in the projects, such as: Linux/Unix, GIT/Github/RTC AWS, Ansible, Vagrant, Puppet, Chef or an equivalent, uDeploy, Circle CI, Jenkins, Travis, and Red Hat's EAP, Java, Message Broker, and WebSphere.	10%	Studied subjects like cloud computing, programming languages, software engineering, compiler design, mobile app programming while pursuing his Master of Science .
TOTAL	100% (40 hrs./week)	

B6. Example Job Description

Job duties as a Software Developer

Project Overview

Client Name : **Name of the Client**
Project Name : **Put Your Project Name**
Project Role : **Senior .Net Developer**
(Software Developer)

Project Objective:

Description of Project Objectives here.

Tools and Technologies:

ASP.NET, C#, MVC 5, Entity Framework 6.0, Web API, Angular JS, JavaScript, JQuery, AJAX, Autofac, SQL Server 2012, Visual Studio 2015, WCF, OKTA, Cloud Computing, Windows Azure, SharePoint 2013, Google Analytics.

Job Duties:

1. To develop the web based software using computer programming languages such as C#, MVC and MS SQL Server.
2. Perform application design, development and deployment based on industry's best practices.
3. Work with Technical Architects, Project Managers, System Analyst and come up with solutions that meet the requirement.
4. Perform code review for all internal deliverables and formulate best practices.

5. Analyze the code and suggest potential improvements on performance as needed.
6. Participate in client meetings involving Technical Architects, Project Managers and System Analyst.
7. Continuously evaluate the industry best practices and educate customer.
8. Work closely with quality assurance team to ensure delivery of high quality and reliable web applications.
9. Understand Agile methodologies.
10. Develop databases including queries, triggers and stored procedures.
11. Monitor application performance at post-deployment stage and make required changes if and where needed.
12. Resolve application defects and issues in a timely manner.
13. Monitor everyday activities of system and provide necessary support.

Work Hours / Week: 40	
Approx. Percent	Job Duty
20%	<p>Develop the business requirements and defining the scope and key objectives of the project.</p> <p><u>Duty Details:</u> This requires the beneficiary to interact with business owner or users, to determine the overall system requirements. He should perform the project gap analysis, establish and evaluate the functional requirements gathered for validity and feasibility and communicate the same to the business users. It is his job to understand requirements and provide technical recommendation of the most suitable approach. He is responsible for implementing proof of concepts wherever necessary to supplement the solution option. Furthermore, he is responsible for creating high-level design documents - logical, physical and network models. He is involved in technical design and data mapping document for all the functional and nonfunctional requirements.</p> <p><u>Why a Bachelor's Degree in Computer Science, Engineering or Science or Its Equivalent or any related field with relevant work experience is required:</u> In order to accurately document all the requirements (functional and nonfunctional) and convert the functional requirements to technical design requires someone who can understand and analyze the whole system. It also requires someone who has the analytical skill necessary to translate the requirements into feasible specifications. The technical knowledge and analytical skill necessary to successfully evaluate the requirements and implement them precisely for new or modified products and the related documentation are gained in a limited number of ways, including advanced (at least Bachelor's degree, or the equivalent) levels of studies in technical areas including Computer Engineering.</p> <p><u>Why the job is Complex and Unique:</u> This application is critical in nature as it has huge number of users and we needed to concentrate more on application performance in both front end and back end level. To understand the functional requirements and translate it to low level design is really a challenging process. This needs expertise and experience on application performance tuning and good exposure to database technologies.</p>

20%	<p>Software Design the develop complete framework</p> <p><u>Duty Details:</u> This requires the beneficiary to design rich and responsive User Interface (UI). He will work closely with User Experience (UX) designer and other design specialists. He is responsible for overall vision created by UX designers. He is responsible for design and shape unique, user-centric product and experiences. Responsible for designing all the web pages up to the industry standards. He is also responsible for SPRINT delivery and demo to the customer as part of agile project management practice. He will participate in SCRUM calls and ensure the tasks recorded in JIRA are completed by the team. Conducting code walkthroughs and review peer code. He will also responsible for improved performance by following the coding standards.</p> <p><u>Why a Bachelor's Degree in Computer Science, Engineering or Science or Its Equivalent or any related field with relevant work experience is required:</u> This requires someone with the technical knowledge associated with front end design that accompanies advanced studies, at least the Bachelor's degree or the equivalent level of studies. It also requires someone who has strong user interface development capability and can overcome the technical and performance challenges associated with developing enterprise level applications to create an acceptable solution for given design specifications. They should also have a good analytical skill necessary to understand the current product architecture and technical skills necessary to incorporate new enhancements into the current system. The technical and user interface skills are needed in advanced (at least Bachelor's degree level or the equivalent) studies in technical areas including Computer Engineering.</p> <p><u>Why the job is Complex and Unique:</u> As a front end developer will need to provide rich user experience, which should work well across all the devices like desktop, mobile, iPad and other devices. This kind of development needs advanced level of skills like HTML, CSS, Bootstrap, JavaScript, JQuery, AJAX and AngularJS. All requirements and wish list items of the research phase have been addressed and documented.</p>
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30%	<p>Develop the Architectural framework</p> <p><u>Duty Details:</u> Developing the web based software using computer programming languages such as C#, MVC and MS SQL Server. Work with Technical Architects, Project Managers and System Analyst and come up with solutions that meet the requirement. Responsible for code review for all internal deliverables and formulate best practices. He is also responsible for analyzing the code and suggest potential improvements on performance as needed. He will be responsible for continuously evaluate the industry best practices and educate customer. He is working closely with quality assurance team to ensure delivery of high quality and reliable web applications. Responsible for developing databases including queries, triggers and stored procedures. Resolve application defects and issues in a timely manner. Responsible to provide user authentication for secure access through OKTA identity and access management cloud.</p> <p><u>Why a Bachelor's Degree in Computer Science, Engineering or Science or Its Equivalent or any related field with relevant work experience is required:</u> An individual with an analytical and technical knowledge is required to understand and design the application securely through various levels of authorization and authentication. The job calls for a person with great problem-solving capabilities, who can understand and present the data in a simple view and report format such as CSV, Excel and PDF. The technical knowledge required to do this is gathered in a limited number of ways including advanced studies (at least Bachelor's degree or equivalent) in areas including Computer engineering.</p> <p><u>Why the job is Complex and Unique:</u> This application is restricted for only authorized users. To implement secure user access we need to use one of the cloud computing technique OKTA identity and access management. OKTA's single sign on (SSO) method enables the user to connect securely. This authentication mechanism demands for strong knowledge and experience in cloud computing. Additionally, performance tuning skills are required in order to provide high quality application for large number of users (1000) to view 200K records at a time without any performance issue. Defect handling mechanism needs to be created to identify defect in Dev and test environment. The defect is required to be fixed with minimal impact on system and business. High analytical skills and technical knowledge is a must for resolving the complex issues that happen in the application and database level.</p>
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15%	<p>Responsible for deploying and maintaining the solution</p> <p><u>Duty Details:</u> The beneficiary needs to deploy the application in different environments like Development, Test, UAT and Production. He is responsible for tracking defects logged in JIRA to closure. He is also responsible for maintaining the code in version control like TFS and GIT. He needs to support the Go Live activities including performance during the deployment of enhancements to Production environment. He is responsible for monitoring everyday activities of system and provide the necessary support.</p> <p><u>Why a Bachelor's Degree in Computer Science, Engineering or Science or Its Equivalent or any related field with relevant work experience is required:</u> To understand the issues or bugs from the current system and quickly resolve them with minimal impact on production environment, the beneficiary relies on his technical knowledge as well as his analytical ability to examine the issues. Additionally, to address any concerns related to the functional changes deployed to production, he would need a thorough understanding of the design specification. The analytical skill required to prioritize and address issues and technical knowledge required to resolve them swiftly. To do all of these, an individual requires a degree in advanced studies (at least Bachelor's degree or equivalent) in technical areas including Computer Engineering.</p> <p><u>Why the job is Complex and Unique:</u> Fixing issues related to the environment are not the easiest of the tasks. For example, a particular functionality is operating as expected in lower environment but the same is not operating as expected in higher environment (Production). It demands strong analytical thinking and bug fixing skills. It also requires an individual who can monitor the system daily and provide necessary support.</p>
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15%	<p>Presenting insights and recommendations to the client.</p> <p><u>Duty Details:</u> This duty requires the beneficiary to share all the intermediate and final deliverables with the client in order to establish cadence and seek timely feedback for the same. He is responsible for collating and presenting the recommendations and insights that would enable continuous measurable improvement in the client’s business decisions. Furthermore, he is also responsible for preparing executive summary of the results for the senior management.</p> <p><u>Why a Bachelor’s Degree in Computer Science, Engineering or Science or Its Equivalent or any related field with relevant work experience is required:</u> This duty requires an individual who has good communications and presentation skills. The position also calls for good analytical skill and technical knowledge in order to easily understand a client’s requirements and recommendations and fix them in a timely manner. In order to demonstrate such high level of skill and performance, an individual must have advanced studies (at least Bachelor’s degree or equivalent) in areas including Computer Science and Systems Engineering.</p> <p><u>Why the job is Complex and Unique:</u> The employee will undertake absolute responsibility and ownership of the entire application, which is never going to be an easy task. In order to be able to this, he also requires an in-depth knowledge of analytical report preparation and presentation.</p>
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You can download these samples from <https://www.edu-evals.com/samples>

*B7. Interview Summary Questionnaire for Education
and Experience Evaluation - Expert Opinion*

Beneficiary Name

Purpose of the interview Professional Expert Evaluation for determination of Progressive Work Experience

Name of the person interviewed

Date of the interview

Time of the interview

Interviewed by Dr. Raghu Korrapati

Questionnaire for Progressive Experience Expert Opinion Letter

1. Please explain your overall experience in the IT industry and the Technologies you worked on?
2. Can you brief your employment details with period of employment and job titles held?

Employer Name	Period – FROM	Period – Till	Job Title

3. Please explain how you progressed in your career since your initial job. Briefly explain (in which company at which role) – beginning your initial job role which required your work to be closely monitored for accuracy until positions which allowed you to make independent judgements with minimal supervision.

4. Have you ever held a supervisory role such as a Team lead / Manager etc., if so please explain?
5. How many projects did you handle as a Team Member and briefly describe projects where you performed as a key contributor? Also explain the Theoretical and Practical Knowledge you used in your positions within your team/group.
6. Please provide some core job duties (from your prior experience) which require to have a foundational knowledge as typically required in the attainment of a bachelor's degree in Computer Science.
7. Please describe your domain expertise, what kind of client projects did you work more on?
8. What is the skill level and nature of the job duties that require a Bachelor's degree in the specific specialty or closely related field?
9. What are the Credentials of your Colleagues (Their disciplines/fields) when you worked in above companies (employers)?
10. What tools and methodologies that you used in performing above job duties?

Sincerely,

Name: Beneficiary Name and Signature

Contact #:

Email ID:

Address:

*B8. Interview Summary Questionnaire for
Specialty Occupation Expert Opinion Letter*

Beneficiary Name

Purpose of the interview Professional Position Evaluation
for determination of Specialty
Occupation job position

Name of the person interviewed

Title of the person interviewed

Date of the interview

Time of the interview

Interviewed by Dr. Raghu Korrapati

Questionnaire for Specialty Occupation Expert Opinion Letter

1. Please provide additional job duties for the Proffered position. Please focus on duties which require that beneficiary have a foundational knowledge as typically required in the attainment of a Bachelor's degree in Specific Specialty. Please also indicate how the degree relates to the specific job duty.
2. Please explain the overall importance of the sponsored position within your team/group.
3. Please explain the nature of your organization that would require an individual in the proffered position.
4. What is the skill level and nature of the job duties that require a Bachelor's degree in the specific specialty or closely related field?
5. Why is a Bachelor's degree or higher in specific specialty or closely related field needed for this job?
6. What tools and methodologies are required to perform the proffered position?
7. What special academic disciplines does the Beneficiary did to have to perform the proffered job?

B9. Checklist for Experience Letters

Please see <http://blog.cyrusmehta.com/2015/02/the-aaon-credential-evaluations-and.html>

1. Make sure Employee Name, Dates of employment (format of the date such as MMDDYYYY), and title of the job on the letter.
2. Obtain extremely detailed experience letters from former employers, which describe each position that the foreign national has held such that the progressively responsible nature of the positions is evident and indicates the foreign national's level of expertise in the specialty.
3. The description of the foreign national's duties and responsibilities should clearly state that the nature of his work included both theoretical and practical application of specialized knowledge required by the Specialty Occupation.
4. The letters must also mention the potential worker's peers, supervisors and subordinates who have degrees in the Specialty Occupation.
5. The H-1B petitioner must also demonstrate that the foreign national has recognition of expertise in the specialty evidenced by at least one type of a list of five types of documentation previously discussed.
6. By submitting two expert opinion letters from two college professors along with contemporaneous evidence of their ability to grant college-level credit will help the prove the Specialty Occupation.

*B10. List of documents that can be included to
prove Specialty Occupation*

<http://knowingimmigrationlaw.com/overcoming-h-1b-challenges-how-to-prove-specialty-occupation-eligibility/>

Here are a few documents that can be used in addition to the one discussed in the book to ascertain Specialty Occupation by the petitioners for H-1B visa:

1. Letters procured from other employers working in the industry affirming the need for a bachelor's degree in a certain field for the occupation in question;
2. Job announcements or postings for the proposed job position suggesting that the employer needs at least a bachelor's degree qualification in the field in question;
3. Job announcements or ads for similar job positions demanding at least a bachelor's degree in a particular field by other employers in the trade;
4. Evidence suggesting that the job in question was formerly undertaken by an individual with an associated degree;
5. Online biographies or background information about other people employed in a similar position by other employers, which will also include information regarding their education;
6. A comprehensive summary of the duties that will be performed and an indication that it would require at least a bachelor's degree qualification. Through this document, it can be argued that the certain job duties are so specialized and complicated that a minimum college-level coursework in a related field is a necessity.

7. Using a qualified source for expert opinion like for e.g. a professor in the field, who would be able to articulate with reason that the proposed job position is one that requires the incumbent to hold a bachelor's degree in the domain.
8. Documents such as an organizational chart, which illustrates the employer's hierarchy and employee levels, and explicitly shows how the position in question fits within the unit's structure. This would help illustrate the complexity of the job.
9. A sample of the complicated projects or assignments that the prospective employee will be expected to work on in the position; and
10. Materials like program catalogs, printouts of webpages, marketing materials, news articles, and other materials to demonstrate the potential employee's project size and complexity.

*B11. Mapping of H-1B Job Duties to OOH &
O*NET*

*Example For SOC Code: 15-2031
[Operations Research Analyst]*

OOH Duties	O*NET Tasks	H-1B Job Duties
Collect and organize information from a variety of sources, such as databases, sales histories, and customer feedback.	Observe the current system in operation and gather and analyze information about each of the parts of component problems, using a variety of sources. Define data requirements and gather and validate information, applying judgment and statistical tests.	Analyze and Define the Product Goals, Product strategy, product definition, Vision, concepts, and prioritization of product features, to determine the minimum viable product (MVP). Analyze customer usage and competitive analysis to identify new product opportunities and enhancements by working with multiple functions to build and evaluate business cases to support product decisions.

<p>Write memos, reports, and other documents explaining their findings and recommendations for managers, executives, and other officials.</p>	<p>Analyze information obtained from management to conceptualize and define operational problems. Prepare management reports defining and evaluating problems and recommending solutions. Break systems into their components, assign numerical values to each component, and examine the mathematical relationships between them.</p>	<p>Create and execute product development plan with product management and engineering team to define and make tradeoff decisions with business and cross-functional teams. Create Product and Project plan by product development lifecycle (PDLC) working with cross-functional stakeholders, business, engineering, and design teams for new features, architectures, and integrations. Create documents for developing new web services and support the development by evaluating the webservices and data requirements using SoapUI and SQL. Create product specification by drafting the wireframes, technical specifications, functional specifications, business requirements, technical requirements, and platform engineering requirements.</p>
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Analyze collected data and extract information relevant to the problem being addressed.	Formulate mathematical or simulation models of problems, relating constants and variables, restrictions, alternatives, conflicting objectives, and their numerical parameters. Design, conduct, and evaluate experimental operational models in cases where models cannot be developed from existing data.	Identify project issues and analyze them to recommend resolutions by estimates and fixes for the bugs and production defects logged by tracking in JIRA Application.
Develop and test quantitative models, support software, and analytical tools	Formulate mathematical or simulation models of problems, relating constants and variables, restrictions, alternatives, conflicting objectives, and their numerical parameters. Present the results of mathematical modeling and data analysis to management or other end users.	Define the product discovery process by collaborating with Business, User Experience and Engineering teams during discovery to assess value, usability, and feasibility of product features. Define Product Requirements Document (PRD), Business Requirements Document (BRD), Functional Specification Document (FSD), Agile framework and User Acceptance Testing (UAT) in JIRA.

INSTRUCTIONS: For the job attached duties, please provide specific courses from your college mark sheets with brief explanations as to how the coursework prepared you for the job duty and/or is applied in performing the tasks. This would not include certifications or work experience.

B12. Job Description for Business Analyst

Detailed Explanation of H-1B Job Duties	Relevant Masters / Bachelor Academic Courses
<p>Configure Business Rules and work with the development team to develop the code/project in company's ERP systems like Oracle JD Enterprise One 8.10, Oracle E-Business Suite (EBS), SAP (Quality Management & Manufacturing), .Net MVC framework, Webservices (JSON and REST), SQL queries, PL/SQL packages & procedures, configuration of the customized reporting dashboards (SSRS, Cognos, QlikView) etc.</p> <p>Tasks involved to perform the above H-1B job duties:</p>	<p>Master's degree courses: CS 610 - Database Management Systems: This course is an introduction to relational database design architecture. Topics include specifications, tools, procedures, file structures, storage and access, normalization, relational algebra, and data warehousing. Students design and access databases using simple and complex query structures. Standard SQL language is used for lab projects.</p>
<p>Own the communication and coordination with the business squads, such as Digital Marketing, Strategic Business Development, Data Governance, Business Architecture, Information Architecture, etc., and the cross-functional engineering teams, such as data engineering, systems engineering, data science, Analytics and Reporting teams, to provide detailed technical and functional requirements for analytical needs of the organization and for API development using .Net MVC framework and Webservices (JSON and REST) that enable generation of various enterprise reports, such as Consumer Behavior reports, Campaign Management reports, Turn Around Time reports, Service Level Agreement reports, etc.</p>	<p>BUS 779 - Strategies of Innovation: As a Master's level effort, the strategic management course integrates previously learned business concepts and introduces the use of innovation in its role in establishing sustainable development for commerce with the current Earth's declining ecological status. It attempts to resolve the complex problems of establishing a conventional sustainable business environment using analytical and historical approaches to define profitable rejuvenated models and solutions.</p>

<p>Work with technology development teams to configure business rules-driven checks to improve the data integrity and referential integrity of the consumer data being ingested in the ERP systems, such as systems like Oracle JD Enterprise One 8.10, Oracle E-Business Suite (EBS), SAP (Quality Management and Manufacturing), etc.</p>	<p>CS 552 - Object-Oriented Design: This course is an introduction to current practices of software engineering design. Modern tools for design from functional requirements to code integration were discussed and used in class projects. Actual design reviews and management of software development prepare students for design methodologies of large software projects.</p>
<p>Partner with data scientists from data analytics squad to build various data analysis pipelines which are useful for data preparation, and for creating algorithms for analytical exploration to provide a competitive edge in the strategically critical Consumer marketplace.</p>	<p>Bachelor's degree courses: Object-oriented methodologies - Object Oriented Programming languages, in its standard practices describes the importance of scripting for complex requirements. Object-oriented programming (OOP) refers to a type of computer programming (software design) in which programmers define the data type of a data structure, and the types of operations (functions) that can be applied to the data structure. This course details on computer programming model that organizes software design around data, or objects, rather than functions and logic. An object can be defined as a data field that has unique attributes and behavior. This course provided the knowledge and application of structured scripts. The course assisted on core concepts of creating objects and classes, defining relationship between objects and classes. Knowledge of Object-Oriented Programming tremendously helps to read and analyze code.</p>

	<p>Distributed Database and Object Orientation This course defines the design, manipulation, retrieving and managing of data. This course provided the knowledge and application of Structured Query Language (SQL) which is used to create complex database queries to fetch data for reporting on files and further processing. Industries and Organizations use Structured Query Language (SQL) extensively to create complex SQL queries for data analyses and to send the results to the development team. This course aided with the knowledge of building queries and joins alongside database table creations. Building schemas, tables and views using these queries further assisted in data structure methodology. The course also provided an in-depth knowledge to perform exploratory analysis of the data used for mining, implement the appropriate data mining methods like classification, clustering or Frequent Pattern mining on large data sets, Define and apply metrics to measure the performance of various data mining algorithms.</p>
	<p>Applied Mathematics-III - This course provided in-depth knowledge of mathematical models and focused on understanding of Linear and non-linear relationship along with the Deterministic and probabilistic (stochastic) models. Also explained the model evaluation which is a crucial part of the modelling process which is evaluation of whether a given mathematical model describes a system/data accurately. Furthermore, this course introduces to the theory, principles, and application of statistical and other quantitative analytic techniques. Also, includes Mathematical models including dynamical systems, statistical models, differential equations, or game theoretic models. Course includes data summarization, confidence intervals, relationships and variables.</p>

*B13. Sample Expanded Job Description with
Course Nexus*

Job Duties	Detailed Job Duties	%	Course Work
Develop a full and detailed understanding of all HR data available across the company, which includes all systems involved in data maintenance.	Focus on ERP systems and components of HR Data. Understand the Enterprise, Pay scale structure, Talent Management, Personnel Administration. Integrating, extracting and maintaining HR Transactional data including Applicant/ Recruitment, Employee information. Utilize robust understanding of record delimitation, Data structure and Relationships to conduct data analysis of HR transactional data. Tools/Technologies: Lawson, SAP	50%	This duty requires an understanding of Enterprise systems which is obtained through the following courses completed by the Beneficiary: Master's coursework: CIS545 Managing Enterprise Systems. Bachelor's coursework: 32126 CS-346 Business Applications Additional experience and qualifications: Certified SAP Netweaver Application development (ABAP)

	Human Capital Management, Ultipro – People Center, Infor-People Answers.		Consultant. Previously worked as SAP Technical consultant on SAP ERP HCM implementation focusing on core HCM module.
Develop the expertise to access data, report from all platforms, and then consolidate data into meaningful reports/presentations.	Compose structured query language (SQL) program code for extracting high-volume data (Millions of rows) at real time. Perform multi-joins on multiple tables with key relationships constraints using Microsoft SQL server database. Present the data by aggregating the values in the form of Tables, Charts, Pivots using the application layer reporting platforms like SAP crystal reports, Ultipro IBM Cognos BI reports. Tools/Technologies: Microsoft SQL Server 2016, SAP Crystal Reporting, Ultipro IBM Cognos BI reports.	50%	This duty requires knowledge of Database systems and programming/coding acquired through the following course completed by the Beneficiary: Master’s coursework: CIS 506 Information Management Bachelor’s coursework: 11112 File Organization & Fundamental of Database, 21112 CS-212 Relational Database Mgmt System(RDBMS), 22114CS 224 Practical Assignment Lab Course II.

B14. Job Description for Detailed Roles & Responsibilities

DUTY 1: Conduct engineering tests and detailed experimental testing to collect design data or assist in research toward improving the quality of existing Network.

Duties, Responsibilities, Requirements Expounded:

Beneficiary is responsible for gathering the data from the various testing activities which involve performing end to end connectivity testing from the UE (user Equipment) to the application server (AS) and analyzing the logs performing inter-operability testing with legacy networks like 3G , PSTN, and the LTE/IMS network debugging and troubleshooting the issues with the multiple vendor Nodes and performing the required follow – up with teams until the issue is resolves, In order to ensure fault free operation of the network in teal works scenarios.

The data gathered is analyzed together with the product teams and management to identify broader network level design issues. Apply data mining techniques, perform feature engineering, optimize algorithms and to scale machine learning models in a highly parallelized, big data environment. In addition, lead database integration/s and the cleaning of messy, unstructured data sets. Create, Execute and Debug SQL queries to perform data completeness, correctness, data transformation and data quality testing. building dashboards and reports, and performing analytics by creating and tuning reports via Tableau & SSRS Business Models are built on the data and presented to the organization leaders.

Percentage of time devoted: 25%

Educational Requirements/Skills Set to Perform Duty:

A Technology degree in computer science and Information Systems, related. Strong knowledge in implementing the

software engineering principles, excellent knowledge on software development life cycle (SDLC). Strong Understanding of software management methodologies. Collaborating with data architects, engineers, data scientist, business team members on project planning and goals. Expert working knowledge of analytics tools and data visualization products including Excel, Tableau, R, Adobe Analytics and similar technologies Demonstrated proficiency working with big data environments and exploration tools including Hadoop, AWS, Azure, SQL, Python, R.

Beneficiary's Educational Relevance & What makes him Ideal for this Position: As a part of Master's degree curriculum, the Beneficiary has attended several advanced courses on Data Mining and Analysis, Machine Learning and Regression techniques and gained extensive knowledge of analyzing large data. The beneficiary has gained knowledge to collect data through telemetry, enhance data and understand the data pattern thereby using Machine learning and Regression techniques to find performance and quality gaps in existing system and recommend network improvements.

The beneficiary also has extensive knowledge in Software Component Integration acquired via courses in the areas of Enterprise Systems Integration to ensure building and integrating the newly added components and features to the existing software applications and network systems work in unity. The combination of solid foundational knowledge acquired through the master's program and subsequent experience on the job learning makes the beneficiary an ideal candidate to find and close the gaps in existing network system and recommend advanced technical features.

B15. EXAMPLE of how job duties (from original Support Letter) are expanded for RFE Response:

Writing functional specifications for the features developed. (Original duty in the support letter)	10 (% provided in response to RFE)
<p>Expanded sub-duties in response to the RFE</p> <ul style="list-style-type: none"> • Confer with system engineers and hardware engineers to derive features' requirements and to obtain information on project limitations and capabilities, performance requirements and interfaces • Integrate all development tools for software development and validation work flow, including building, checking, code review, code coverage, defect tracking system etc. • Provide guidance to testers for verifying the qualification of each technical requirement. <p>Academic Training Required to Perform the task</p>	
<p>ENGL 336 Software Design integrated tools such as Agile, and Life Cycle to build an architectural design.</p> <p>ENGL 445 Software Methods included topics such as program correctness to check and review code and find defects by teaching debugging strategies.</p>	

B16. Detailed Job Description and Nexus with ONET Tasks & Why a Bachelors Degree is Required:

The beneficiary is responsible for working across the entire Software Development Life Cycle, doing everything from gathering and interpreting client requirements to designing, coding, reviewing, testing, and maintaining software.

- Analyzing information to determine, recommend, and plan computer specifications and layouts, and peripheral equipment modifications.
- Driving software maintenance to modify and update financial test suite of applications after delivery to correct faults and to improve performance.
- Conducting detailed design discussions, test strategies and preparing high level and low-level documentation.
- Implementing the agreed design using various software tools and technologies which aids in financial test suite automation.
- Responsible in validating the quality, functionality, and other vital features and components of the software and ensuring that it meets the requirements stated by the client.
- Involved in execution of software/system components testing using manual or automated tools to evaluate and identify errors, gaps or missing requirements in contrast to actual requirements.
- Gathering, interpreting and conducting a feasibility study on client requirements.
- Providing software engineering methodologies, standards and leading practices while identifying and mitigating risks, assumptions, issues and decisions throughout Software development life cycle of Financial Test Suite.

This relates to: **“Design, develop and modify software systems, using scientific analysis and mathematical models to predict and measure outcome and consequences of design” of Standard Occupational Classification (SOC)(ONET/OES) Occupation title of Software Developers, Applications.**

Why a bachelor's Degree is Required to Perform this Duty:

Communicating effectively is crucial for the design discussions and requires solid understanding of mathematical models that aid in measuring outcomes, consequences, and mitigating risks. Software Engineering methodologies and computer programming are essential for developing, modifying, testing and maintaining software systems.

This duty requires expertise knowledge on computer programming languages which is required to develop, modify and maintain software systems. Computer Programming Lab and Object-Oriented Programming lab courses teaches details of programming like functions, methods, structures and file handlings, strong understanding of these concepts is essential to perform the described activities. Data Structures consist of advanced concepts such as stacks, queues, linked lists, trees, searching and sorting techniques for implementing performant software applications. Object-Oriented Programming includes principles that facilitate the design, development and maintenance of highly reusable and scalable software systems.

This role requires thorough knowledge of the contents of these for performing day-to-day activities. These are leveraged in designing and developing Financial Test Suite Framework using tools like Visual Studio (C#, Java), Functional Unified testing tool (VB script/JavaScript). In addition to this, they are essential to the conceptualization and automation of a wide range of technologies, including distributed databases and Web services (SOAP, REST). The laboratory sessions in Data Structures, Software Engineering, and Object-Oriented Programming provide a detailed hands-on experience with the described concepts. Laboratory sessions complement the theoretical sessions and provide much needed practical experience. Together, this and the experience gained help perform code reviews and solve complex technical problems.

Names of specific courses taken in the degree program that provided her with the knowledge/skills needed to perform this duty:

- Probability and Statistics
- Computer Programming and Lab
- Object Oriented Programming and Lab
- Advanced English Communication skills Lab

*B17. Detailed Job Description with Mapping to
ONET Tasks in Tabular Format*

1. Build, debug and deploy Java applications using IDEs, Eclipse, IntelliJ.

- Build and deploy code ensuring that the features implemented are seamlessly integrated into the application.
- Creating “pom.xml” in xml code for automated dependency management using maven.
- Debug the developed code deployed locally using Eclipse & IntelliJ.
- Creating YML file with deployment details.
- Leverage experience with build tools like Maven integrated with a development environment, execute builds to test the API.
- Create and maintain source code repositories using GIT and Bitbucket Server.

2. Understand and work with stakeholders on product & project planning through Agile-Scrum methodologies.

- Involve in Agile Planning meetings and break the business requirements into agile user stories and upload to Rally (Agile Software Application).
- Daily attend the scrum and provide the updates to scrum master and team mates and discuss with Team to create task, sub-task and log work hours in Rally.
- Collaborate with team and help if they are facing any technical and design issues.
- Attend Sprint planning, Backlog grooming and retrospective meeting and estimate the story points and calculate risk and dependencies upfront.

- Handover the story to QAs to start testing the story in environment.
- Work with Enterprise/ Solution Architects to prepare Strategies for effective planning and tracking tasks to be completed, to record milestones and major objectives achieved.
- Determine risk management strategies to avoid, reduce, absorb, transfer and contain the risk.

Please find below the table for O*net Tasks of a Web Developer SOC Code 15-1254;

From the above main job duties choose the closest task number to the O*net tasks listed below and assign respective number

O*Net Task for Web Developer	Comparison to Beneficiary's closest Job Duty Number
Write supporting code for Web applications or Web sites.	1, 2, 4, 10
Design, build, or maintain Web sites, using authoring or scripting languages, content creation tools, management tools, and digital media.	1,14
Back up files from Web sites to local directories for instant recovery in case of problems.	14
Select programming languages, design tools, or applications.	1,3,6,7

Evaluate code to ensure that it is valid, is properly structured, meets industry standards, and is compatible with browsers, devices, or operating systems.	12,13
Develop databases that support Web applications and Web sites.	1,3,6,7
Perform Web site tests according to planned schedules, or after any Web site or product revision.	9,12
Maintain understanding of current Web technologies or programming practices through continuing education, reading, or participation in professional conferences, workshops, or groups.	5,14,9
Analyze user needs to determine technical requirements.	5, 9
Respond to user email inquiries, or set up automated systems to send responses.	14
Renew domain name registrations.	2,5,14

Why do the above Job duties require minimum of bachelor degree in computer science to perform:

Strong development, design and communication skills required to perform the described activities. Courses on Fundamentals of computer programming and OOPS facilitates the understanding on the business model and the approach requirement for developing

the programs using various languages like OOPS (java). These duties require expertise knowledge on computer programming languages is required to execute the described activities.

Fundamentals of computing and System Software Lab courses teaches details of programming like functions, methods, structures and file handling, strong understanding of these concepts is essential to perform the described activities.

Which courses did the Beneficiary take during his curriculum which helps him in performing the above listed job duties:

1. Advanced Data Structures - from II Year First Semester
2. Object Oriented Programming - from II Year Second Semester
3. Database Management Systems – from II Year Second Semester
4. Software Engineering - from III Year First Semester
5. Operating Systems - from III Year First Semester
6. Web Technologies -from IV Year First Semester

B18. Sample Co-Worker Affidavit

I, **(Co-Worker Full Name)** do hereby solemnly state and affirm as hereunder:

1. I am over 21 years of age and otherwise competent to make this affidavit.
2. I am/was employed with NAME_OF_COMPANY. As a TITLE & LOCATION since From_Date to TO_Date.
3. For this reason, I know that (Beneficiary Name) is/was also employed NAME_OF_COMPANY., since FROM_DATE_XXXXX on a full-time basis as a Beneficiary_ TITLE & LOCATION.
4. I hold a Bachelors Degree in Engineering / Technology related to Computer Science / Information Technology.
5. I certify that as a TITLE , beneficiary perform the following duties:

■ **HERE_ATLEAST_10_Lines**

-
-
-

6. The beneficiary's work experience was gained using the theoretical and practical knowledge of Computer Science/ Information Technology. The beneficiary worked with colleagues/peers who has a Bachelors' Degree in either Computer Science or Information Technology.

I hereby declare under penalty of perjury pursuant to the laws of the United States of America (28 U.S.C. '1746) that the foregoing is true and correct.

Executed on: TODAY'S_DATE

Co-Worker Name; Co-Worker Email ID; Signature

B19. Sample Self Affidavit/Declaration

DECLARATION OF XXX XXX XXX

1. I was born on MM/DD/YYYY in State, India and currently reside at XXXXX Location XXXXX
2. I am more than 21 years of age and otherwise competent to make this declaration in support of my HI-B Petition for a Nonimmigrant Worker filed by XXXXXXXX. I have first-hand personal knowledge of the matters set forth herein.
3. In 2004, I was awarded the degree of Bachelor of Science in Chemistry by Andhra University Visakhapatnam, India.
4. In 2006, I was awarded the degree of Master of Science in Bio-Technology by Bangalore University Bangalore, India.
5. During the course of my undergraduate studies at University of Mumbai, Mumbai, India, I took a number of Computer Science courses that would be available on the curriculum of a typical undergraduate Engineering in Electronics Engineering (with **Computer Science** curriculum) in India or the United States including the following courses:
 - Applied Mathematics-I
 - Computer Programming-I
 - Applied Mathematics-II
 - Engineering Drawing
 - Computer Programming-II
 - Applied Maths-III
 - Numerical Techniques
 - Applied Maths-IV
 - Principles of Micro-Processor Systems
 - Applied Maths-V

At the time this H-IB Petition was filed, I had more than XX years of professional work experience in the Information Technology (IT) field with different companies. Over the course of my employment, I held progressively more responsible positions, which are listed in detail below.

From March 2015 to Present, I am working as Principal Consultant at XXX XXX XXX, India. In this position, my duties were as follows:

- Hands on experience with Web servers Apache, and performing Application deployment operations in TOMCAT.
- Experiencing in using version control tools like GIT, GIT hub.

From June 2014 to March 2015, I worked as Senior Systems Administrator at XXX XXX XXX, India. In this position my duties were as follows:

- Monitor and control all the subsystems, Batch jobs, Interactive jobs, output queues, and job queues in IBM iSeries Servers.
- Working knowledge in System Service Tool.

From April 2012 to September 2014, I worked as Enterprise System Specialist-Analyst2 at XXX XXX XXX, India. In this position, my duties are as follows:

- Coordinating with clients and troubleshooting on day to day activities.
- Checking daily logs, System status, Problems in AS/400.

From September 2010 to January 2012, I worked as Specialist at XXX XXX XXX, India. In this position, my duties are as follows:

- Worked on IBM I, OS/400 – V6R1, V7R1,V7R2,V7R3 and Hardware Power 7,7+, 8 systems.
 - Experienced in MIMIX High Availability, Maxava, IBM Power HA for i Clustering.
6. As the discussion above reflects, over the area of my educational and professional career in the Information Technology field, I have held progressively responsible positions and my work experience was gained using the theoretical and practical knowledge of Information Technology/Computer Science. That is, the positions I have held entailed progressively increasingly levels of responsibility and challenges. I progressed upward **from Specialist to Principal Consultant**, playing varying and increasingly technically sophisticated roles along the way.
 7. **As the discussion in paragraph 5 above reflects, over the arc of my nearly XX-year career in the Information Technology/Computer Science field. That is, the positions I have held entailed steadily increasing levels of responsibilities and challenges and worked alongside employees who held degrees in Computer Science, or Information Technology.**
 8. **Pursuant to 28 U.S.C. § 1746(2), I declare under penalty of perjury that the foregoing is true and correct.**

Beneficiary Signature

XXX XXX XXX
Beneficiary Name
Date: 20/Feb/2023

B20. Sample Work Experience Letter (2 Jobs)

TO WHOMSOEVER IT MAY CONCERN

This letter is to confirm that **Mr. XXXXX** was an employee of H-1B __Name from **04/29/2014 to 10/24/2019**. During his tenure, he worked as Programmer Analyst from April 2014 to August 2018 and as a Software Developer from September 2018 to October 2019. He has worked with us on a regular basis (40 hours/week). During his employment with us, he excelled in Software Design, Development, Architecture, Testing & Deployment and guided his fellow peers. He is also the key pillar to several successful projects.

Job Title: Software Developer

Duration: September 2018 to October 2019

- Responsible for developing new functionality and enhancing the existing functionality according to business requirements.
- Migrating code components, bundles and mappings between different environments like Dev, QA and PRD in sequential order as per the business flow and verify the functionalities to ensure that everything is working as per requirements.
- Collect and analyze the system information to identify the technical and functional process improvement areas.
- Providing support during formal Integration Testing (FIT) and fixed the issues raised during this process.
- Review the administration and user access on the systems and prepare the Quarterly Access Roster Review document and submit to the system custodian for the approval as per the CAPA (Corrective Action and Preventive Action) guidelines.

- Create or update system validation documents such as system design & specification, requirement traceability, Standard Operating Procedures, Validation Plan, Security Plan, Operation Support Instructions, entity relationship and data flow/lineage.
- Conducting knowledge sharing sessions with the users about the application, Business data and process.

Technologies and Tools: Unix Shell, Perl Shell, Python, Ansible, SPARQL, YAML & JSON, Sharepoint, Microsoft Visual Studio, Document Management Tools (Regulus, D2), GitHub, AWS LightSail, CloudWatch and other AWS services.

Job Title: Programmer Analyst

Duration: April 2014 to August 2018

- Implement Full life cycle: Design, development, deployment and support in maintaining servers, creating databases, and developing professional reports & dashboards.
- Created Ansible playbooks which are used for performing installations, configurations and deploying software components.
- Developed Unix and Python scripts which monitor systems, applications & Network performance, automate daily manual activities and raise incidents automatically if there is any issue.
- Design the Conceptual, Logical and Physical Data models for different databases like Oracle, SQL Server and PostgreSQL using SAP PowerDesigner after discussing with Business Team.
- Created DDL scripts whenever needed and provided them to the database team.
- Create Dashboards to monitor business performance, insightful analytics and role-based dashboards using SAP BO Dashboards. Created Query as a Web Service

on top of relational databases, created excel functions and linked dashboards.

- Created Business Views and Universes for canned reports based on the relational data model and export to repository. Implement row level and object level security within the universe.
- Created Rich web based reports in online and offline mode with highly flexible query capabilities like queries and sub queries, Report filters, freestyle input, query enhancements and alerting.

Technologies and Tools: Unix Shell, Python, Ansible, Oracle, SQL Server, PostgreSQL, SAP Business Objects Enterprise XI/3.1/4.1, SAP PowerDesigner, SQL Server Management Studio, Toad, PgAdmin, Document Management Tools (Regulus, D2), Service Now, HP Application Lifecycle Management 11.

During his tenure at H-1B __Name, Mr.XXXXXX has worked with colleagues/peers who have a Bachelor's and Master's degrees in either Computer Science or Information Technology and he has gained experience using the theoretical and practical knowledge of Computer Science.

Sincerely,

XXXXXXXXXX
HR Manager
XXXXXX

B21. Sample Work Experience Letter (1 Job)

TO WHOMSOEVER IT MAY CONCERN

This letter is to confirm that **Mr. XXXXX** was an employee of H-1B from **04/29/2013 to 10/24/2019**. During his tenure, he worked as Programmer Analyst from April 2013 to August 2018. He has worked with us on a regular basis (40 hours/week). During his employment with us, he excelled in Software Design, Development, Architecture, Testing & Deployment and guided his fellow peers. He is also the key pillar to several successful projects.

Job Title: Software Developer

Duration: September 2018 to October 2019

- Responsible for developing new functionality and enhancing the existing functionality according to business requirements.
- Migrating code components, bundles and mappings between different environments like Dev, QA and PRD in sequential order as per the business flow and verify the functionalities to ensure that everything is working as per requirements.
- Collect and analyze the system information to identify the technical and functional process improvement areas.
- Providing support during formal Integration Testing (FIT) and fixed the issues raised during this process.
- Review the administration and user access on the systems and prepare the Quarterly Access Roster Review document and submit to the system custodian for the approval as per the CAPA (Corrective Action and Preventive Action) guidelines.

- Create or update system validation documents such as system design & specification, requirement traceability, Standard Operating Procedures, Validation Plan, Security Plan, Operation Support Instructions, entity relationship and data flow/lineage.
- Conducting knowledge sharing sessions with the users about the application, Business data and process.

Technologies and Tools: Unix Shell, Perl Shell, Python, Ansible, SPARQL, YAML & JSON, Sharepoint, Microsoft Visual Studio, Document Management Tools (Regulus, D2), GitHub, AWS LightSail, CloudWatch and other AWS services.

During his tenure at Infotech LLC, Mr.XXXXXX has worked with colleagues/peers who have a Bachelor's and Master's degrees in either Computer Science or Information Technology and he has gained experience using the theoretical and practical knowledge of Computer Science.

Sincerely,

XXXXXXXXXX
HR Manager
XXXXXX

B22. Sample Industry Disinterested Letter

(To be printed on the company's letterhead)

Today's date

U.S. Department of Homeland Security
Citizenship and Immigration Services

RE: Beneficiary_Name

Dear Sir or Madam:

I submit this letter in support of the I-129H petition heretofore filed by H-1B_Petitioner_Name on behalf of **Beneficiary_Name**. The beneficiary the position of an Job_Title.

I am a _____ of _____. I have extensive experience in the field. I am familiar with the needs and requirements of well-established Software Developer as Services Company. We currently employ _____ employees and our gross annual income is in the amount of \$_____.

I have had the opportunity to review the proposed job duties relative to the position of Job_Title. It is worth Job_title noting that the job duties are on an advanced and sophisticated nature customarily associated with the job duties of an that require at least a baccalaureate degree or its foreign equivalent in Computer Science or Computer Information Systems or _____.

Clearly no high school graduate would be equipped to oversee the operations of an Job_Title.

Our Software Developer,

Name_of_Employee_Who_works_at_undersigned_company possesses a Bachelors/Master's degree in _____ and performs the same duties as Beneficiary_Name. Enclosed hereto please find Employee_Who_works_at_undersigned_company's degree certificate and pay statement evidencing his employment with us.

I would like to emphasize that in today's highly competitive and successful environment it is not uncommon for similar organizations to employ professionals in such positions so that they maintain their success and continue to expand.

I have no hesitation in stating that these are professional responsibilities. I, therefore, state unequivocally that the job duties associated with the position of Job_Title are of a professional nature and only an individual holding at least a minimum of a baccalaureate degree in CS or CIS or _____ would be qualified to perform the same.

Sincerely yours,

Name:
Title:

B23. Sample Industry Standard Letter

(To be printed on the company's letterhead)

Today's date

U.S. Department of Homeland Security

Citizenship and Immigration Services

I am writing this letter to state my opinion that a minimum of a Bachelor's degree in a related field is required for the position of Job_Title in view of the complexity of the duties to be performed.

I am extremely familiar with the professional requirements of a Job_Title position. From my experience, this position requires at least a bachelor's degree, or its equivalent, in Computer Science, CIS, or a related field.

The scope of a Job_Title job position is wide-ranging and complicated, largely due to the sophistication of clientele and the heightened expectations of quality and perfection that discerning clients require. Generally, a Job_Title is responsible for [General Job Duties].

I truly believe that a person with Bachelor's degree in computer related field or its equivalent and up on one year of experience can perform the duties listed above. Apparently, the foregoing job duties are associated with a person holding minimum of Bachelor's degree in the relevant field and with some experience.

I can declare that only an individual with at least a bachelor's degree, or its equivalent, in the field of Computer Science or CIS or a related field would be qualified to successfully perform these and other tasks assigned in this category of job.

If you have any further questions, please feel free to contact the undersigned.

Sincerely,

[NAME]

[TITLE]

