

Job Description



Job Title:	Data Analyst DCPDS		
Location:	Arlington, VA	Travel Required:	Minimal
Level/Salary Range:		Position Type:	Full time
Date Posted:	12/15/17	Posting Expires:	When filled
Mandatory Job Requirements:	Active TS/SCI		
Applications Accepted By:			
E-mail: michelle.dionne@imcva.com Email Subject Line: Data Analyst DCPDS <i>Preferred method of receiving applications is email</i>			
Job Description			

Responsibilities:

The candidate shall provide support for Defense Civilian Personnel Data System (DCPDS)-related activities integral to the DCIPS Performance Appraisal Application (PAA) development, modification and sustainment as well its integration with the DCPDS. Support includes, but not limited to:

- Reviewing DCPDS-related activities affecting the proper execution of DCIPS enhancements to DCPDS functionality and processes such as maintenance upgrades, functionality enhancements, testing and communication of all software changes.
- Performing user acceptance testing of DCIPS software application enhancements/modifications to DCPDS and manage any DCIPS user acceptance testing events requiring component participation.
- Creating DCIPS functional user documentation related to DCPDS tools used by the DCIPS community related to new or modified DCPDS changes; such as the DCIPS Performance Appraisal Application, the DCIPS Compensation Workbench (CWB) download and upload process and the DCIPS Mass Payout process resulting from the pay pool decisions.
- Providing input to the HCMO financial manager and contracting officer’s representative on activities required to support maintenance and new development of DCIPS enhancements in DCPDS.
- Analyzing DCIPS DCPDS system problems to determine possible root cause or system code deficiencies, document findings and initiate appropriate document (problem report or system change request) to resolve the issue.
- Conducting hands-on training on the DCIPS PAA and CWB tool for Defense Intelligence employees, rating officials and reviewing officials, as required. No more than two sessions are expected to be taught annually. Such training sessions may be conducted in person, or via VTC, Defense Connect Online (DCO) or related distance-learning capabilities.

Required Qualifications and Skills:

Note: These are mandatory items that all candidates must have when making application to IMC for this position. Please ensure that your submission addresses each of these requirement items. Candidates without these required elements will not be considered.

Data Analyst must meet the minimum qualifications:



- Four-year undergraduate degree from an accredited university.
- Five years of analysis experience.
- **Active TS/SCI security clearance.**

Preferred Qualifications for the Data Analyst include:

- Five years of experience in the design and functionality of Defense Civilian Personnel Data System (DCPDS).
- Four years of experience in business intelligence tools and data analytics. Experience with MS Office products, specifically MS Excel.
- Public relations skills including courteousness, tact, and good verbal and writing communications skills. Expert analytical writing skills.
- Ability to work independently, self-motivated, and work cooperatively with other office personnel
- Program Management experience in a DoD environment is preferred and OUSD (I) experience is highly preferred.
- Ability to confirm functional requirements are appropriately translated into system design, integration, user acceptance testing, and resulting implement IT development initiatives.

Background Information

Filling for a new contract starting Jan 2018.

Innovative Management Concepts, Inc. (IMC), a [Service-Disabled Veteran-Owned Small Business](#), provides systems engineering and information technology services to government and commercial clients. As a Service-Disabled Veteran-Owned Small Business, IMC places a special emphasis on recruiting and hiring veterans. Since its founding in 1989, IMC has offered expertise in: software development, verification, and validation; technology and project forecasting; continuous feedback and organizational communications; training systems; IT architectures; and website development, maintenance, and help desk support. Find out more about IMC at www.imcva.com.

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