

Job Description



Job Title:	Data Analyst HCIT		
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 HCIT <i>Preferred method of receiving applications is email</i>			
Job Description			

Responsibilities:

The candidate shall identify, review, and document functional requirements for Human Capital Information Technology (IT) initiatives to include IT program status reviews and relationship between multiple IT initiatives and associated data for the DoD and the IC. This task is divided into multiple subtasks requiring separate levels of effort.

1. The candidate shall identify and document Human Capital functional requirements for information technology (IT) initiatives. Under this task, the contractor shall:
 - a. Coordinate and collaborate with IC stakeholders to gather and document functional requirements for various Intelligence Community Human Capital Management initiatives.
 - b. Analyze and document resulting requirements, associated data requirements, related business processing areas needing update, and potential interfaces/integration with other data systems.
 - c. Identify relationships between multiple Human Capital IT initiatives and their corresponding data to ensure data is appropriately represented in various systems and that systems are integrated to prevent data duplication.
2. The candidate shall provide expertise in the use of business intelligence tools needed to produce tailored reports responsive to Enterprise requirements. This work includes, but may not be limited to:
 - a. Generating and maintaining authorization and manning information on Defense Intelligence civilian and military workforce from the Global Force Management (GFM) Data Initiative Defense Intelligence Organizational Server.
 - b. Generating and updating tailored reports from the Defense Civilian Personnel Data System (DCPDS) and associated applications, as required.
 - c. Assisting HCMO leadership to tailor requests for reports from other Defense personnel and manpower systems maintained by the Defense Manpower Data Center.
3. The contractor shall review IT initiatives documentation and participate in demonstrations and testing activities. Under this task, the contractor shall:
 - a. Review IT initiative documentation to: ensure adherence to sound project management principles and practices; assess the efficacy of design and alignment to functional and system requirements, including assessing costs and program risks, and adherence to departmental and IC architectural requirements.
 - b. Attend demonstrations, participate in testing of IT initiatives, provide feedback on adequacy of test planning, sufficiency of the demonstration/testing to meet the requirements of the test plan to



- include the degree to which the deliverable meets functional requirements, provides necessary protection of information, and ability of IT initiative to provide planned interface/integration with other systems.
- c. Evaluate ease of use, understandability of the information transactions to be conducted, ease of understanding the information content presented, consistency with standards for system screen/transaction design, and ability to easily retrieve information as advertised/required for functionality.
4. The contractor shall provide meeting support for the conduct of the Technology Oversight Board (TOB). Support includes, but not limited to:
- a. Planning and supporting meetings, to include proposing and planning agendas, locating and booking conference facilities, drafting invitations, support registration and/or rsvp related tasks, coordinating calendars, agendas and reminders, preparing/duplicating PowerPoint presentations, recording and disseminating minutes and tracking follow-up actions, and maintaining rosters.

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.
- Experience with MS Office products, specifically MS Excel.
- **Active TS/SCI security clearance.**

Preferred Qualifications for the Data Analyst include:

- 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.
- Four years of experience in business intelligence tools and data analytics.

Background Information

Filling for a new contract starting in 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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