

Job Description



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

Responsibilities:

The candidate shall conduct data analyses and predictive modeling of DCIPS human capital program performance. Support includes, but not limited to:

- Conduct annual analysis of performance management results scores, by component, to determine ratings distributions by component, occupation, work-level and GG grade (where applicable), and demographic group using EEOC reporting categories. Analysis shall be conducted both by adjective rating level and score rating level to identify trends, areas of potential adverse impact and, where appropriate, proposing follow-on root-cause analysis within the Defense Intelligence components.
- Conduct annual analysis of performance-based payouts of base pay and bonuses. Base pay analyses shall include payment of performance-based pay increases including Pay- for-Performance base pay increases and other increases such as Quality Step Increases, Quality Increases, and Superior Quality Increases that may occur in other Defense Intelligence components.
- Conduct analyses of the use and payment of other compensation elements, including overtime payments, deployment incentives, recruitment incentives, retention incentives, relocation incentives, language pay and incentives, and other allowances and differentials, that will be used to assess compliance with Departmental policy, consistency in the application of policy, and effectiveness in achieving goals and objectives of the Department.
- Provide technical/programming support for the Compensation Workbench, an automated pay pool management tool, and for the DCIPS Pay-out Analysis Tool (DPAT), an automated pay pool analysis tool, for DoD Intelligence Components.
- Continue development work on a SAS-based predictive payroll model to forecast future impact of workforce dynamics such as attrition, hiring patterns, promotion rates on future payroll costs and workforce distributions.
- Write requirements for creation and modification to any and all programming related to pay, performance management, personnel data elements, and reporting associated with DCIPS.
- Perform revisions to technical requirements for extract and upload of data for the DCIPS Compensation Workbench, the tool used to allocate performance pay and bonuses through DCIPS pay pools workforce data analysis on various strategic workforce efforts.
- Conduct a comparative analysis on prior year data as part of the current-year analysis, and must be proficient with the SAS statistical software package. The analysis includes the requirement to receive the data extracts from each of the Combat Support Agencies, and to work with the Department's Defense



Civilian Personnel Data System (DCPDS) administrators to produce the required extracts for transfer into the SAS database.

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.
- Certified SAS Programmer is highly desired.
- **Active TS/SCI security clearance.**

Preferred Qualifications for the Data Analyst include:

- Five years of subject matter expertise experience working with intelligence information systems or architecture supporting the combatant commands, services, and the Intelligence Community.
- 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.
- Four years of experience in database and business intelligence reporting tools.

Background Information

Filling in to 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.

IMC is an Equal Opportunity Employer

Reviewed By:	IMC HR	Date:	Date
Approved By:	IMC HR	Date:	Date
Last Updated By:	[XXX]	Date/Time:	Date