

# Job Description



<b>Job Title:</b>	<b>Data Analyst</b>		
<b>Location:</b>	Arlington, VA	<b>Travel Required:</b>	Minimal
<b>Level/Salary Range:</b>	\$70,000-80,000	<b>Position Type:</b>	Full time
<b>Date Posted:</b>	2 June 2017	<b>Posting Expires:</b>	When filled
<b>Mandatory Job Requirements:</b>	Active TS/SCI		
<b>Applications Accepted By:</b>			
<b>E-mail:</b> michelle.dionne@imcva.com Email Subject Line: Data Analyst <i>Preferred method of receiving applications is email</i>		<b>Mail:</b> Michelle Dionne, Corporate Recruiter Innovative Management Concepts, Inc. 21400 Ridgetop Circle, Suite 210 Dulles, VA 20166	
<b>Job Description</b>			

The full-time data analyst will provide support to the Office of the Under Secretary of Defense for Intelligence (OUSD(I)) in Arlington, Virginia. The data analyst position requires knowledge and use of military and civilian human resources, manpower management data elements, data collection and reporting systems, and demonstrated experience with military and civilian human resources functional areas, business practices, regulations, and policies.

Responsible for data extraction and analysis from various in database and business intelligence (reporting) tools. Conduct audits of reporting tools and fill rates to ensure an accurate accountability of the functional requirements needed to track personnel fill rates against skill set and requirements in an organizations database. Provide queries, data collection, data mining, standard report developing, requirements writing and reporting.

Analyst will replace current personnel in position as business analyst at OUSD(I).

## 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.**

1. Bachelor's Degree from an accredited college or university.
2. Active TS/SCI security clearance.
3. Five years of analysis experience in a combination of the following: ability to confirm functional requirements are appropriately translated into system design, integration, user acceptance testing, and resulting implement IT or training, education, and professional development initiatives.
4. Five years of experience in the design and functionality of Defense Civilian Personnel Data System (DCPDS).
5. Four years of experience in database and business intelligence (reporting) tools (such as Business Objects, Cognos, etc.)
6. Two years of experience in the design and functionality of the Global Force Management System.



- 7. Three years of experience in communicating and responding, both verbally and in writing, to task leads customers and stakeholders across organizations.
- 8. Five years of experience developing and managing work products (schedules, minutes, briefings) across multiple initiatives/tasks.

**Background Information**

The Office of the Under Secretary of Defense for Intelligence (OUSDI) is principal staff element of the Department of Defense regarding intelligence, counterintelligence, security, sensitive activities, and other intelligence-related matters.

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](http://www.imcva.com).

***IMC is an Equal Opportunity Employer***

Reviewed By:	IMC HR	Date:	2 June 2017
Approved By:	IMC HR	Date:	2 June 2017
Last Updated By:	AAW	Date/Time:	2 June 2017