

Position Description

Position	Management Analyst – Middle- anticipated for emerging contract opportunity
Position Description	<ul style="list-style-type: none"> • Execute the DHSS user account management processes and procedures. • Monitor the DHSS Data Use Agreement (DUA) program which includes the collection of DUA data from proposed users, validate the user need and qualifications, and maintain the databank of DHSS DAU records. • Review and process authorization forms, coordinate with MHS Privacy office and MHS Helpdesk to facilitate the granting of access to DHSS applications.
Desired Experience	<ul style="list-style-type: none"> • Ability to assess and apply multiple organizational, and management improvement techniques in a government or commercial environment. • Demonstrated ability to conduct and participate in formal and informal reviews at pre-determined points throughout the project life cycle. • Demonstrated ability to analyze client needs to determine systems requirements as they apply to the client's management systems. • Ability to review client requirements and participate in client problem-solving and in the recommendation process. • Ability to identify best practices, effect re-engineering, change management, business management techniques, organizational development, activity. • Ability to apply process improvement and re-engineering methodologies and principles. • Ability to create and assess performance measurements. • Ability to communicate effectively orally or in writing. • Excellent interpersonal skills. • BS (or equivalent experience) in management related discipline. 2 years of related experience. • DoD and /or DHSS and or MHS experience a plus
Work Location	Falls Church and various locations within the Washington DC Metropolitan Area
Start date	Start date contingent on contract award during FY2010.
U.S. citizen / Perm Resident	U. S. Citizen
Contact	KSJ, Inc.: Michelle Marks, 703-824-7739, mmarks@ksj.us