

### Position Description

<b>Position</b>	<b>Management Analyst – Jr.-</b> anticipated for emerging contract opportunity
<b>Position Description</b>	<ul style="list-style-type: none"> <li>• Provide research, analysis, and programming support to assist in making DHSS data sets of high value to users.</li> <li>• Promote Change Request (CR) solutions and integrate the efforts of other Contractors.</li> <li>• Support the engineering group for operational improvements.</li> <li>• Assist in the operation of data exchanges, emphasizing management of the hundreds of external data feeds received by DHSS monthly, research, facilitate, design and develop solutions to data quality issues and identified functional issues,</li> <li>• Assist with internal interface specifications.</li> <li>• Support DHSS engineering management activities by maintaining operational data flow information and provide a central document repository (electronic) for all data operations documents and procedures.</li> </ul>
<b>Desired Experience</b>	<ul style="list-style-type: none"> <li>• Assists with the assessment and application of multiple organizational, and management improvement techniques in a government or commercial environment.</li> <li>• Demonstrated ability to assist with informal reviews at pre-determined points throughout the project life cycle.</li> <li>• Ability to analyze client needs to determine systems requirements as they apply to the client's management systems.</li> <li>• Ability to review client requirements and participate in client problem-solving and in the recommendation process.</li> <li>• Ability to assist in the creation and assessment of performance measurements.</li> <li>• Ability to communicate effectively orally or in writing.</li> <li>• Good interpersonal skills.</li> <li>• BS (or equivalent experience) in management related discipline.</li> <li>• 1 year of related experience.</li> <li>• DoD and /or DHSS and or MHS experience a plus</li> </ul>
<b>Work Location</b>	Falls Church and various locations within the Washington DC Metropolitan Area
<b>Start date</b>	Start date contingent on contract award during FY2010.
<b>U.S. citizen / Perm Resident</b>	U. S. Citizen
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