HR Data Analyst DR-2210-II

The Joint Warfare Analysis Center located in Dahlgren, VA, is soliciting resumes for a HR Data Analyst in the J1 Human Resources Directorate. JWAC is a subordinate to the US Strategic Command with the mission to provide combatant commands, Joint Staff, and other customers with effects-based analysis and precision targeting options for selected networks and nodes in order to carry out the national security and military strategies of the United States during peace, crisis, and war.

Opening & Closing Dates

Opens 24 Jul 2020 and closes when filled

Job Series & Salary

DR-2210-II

Location

Dahlgren, VA

Position Description:

Performs a wide variety of analytical functions to support special projects and key initiatives, specifically around HR data analysis, dashboard creation, process automation, and business process improvement. Provides business analysis expertise to support HR systems with a focus on data models, database design development, and statistical reporting and modeling.

Work involves a wide range of IT solutions that typically extend and apply to the entire organization and drive organizational decisions based on data related to recruitment, retention, legal compliance, and budget. Work includes interpreting data, analyzing results using statistical techniques, presenting results, and providing ongoing reports. Develops and implements databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality. Acquires data from primary or secondary data sources such as personnel systems, payroll outputs, management and employee surveys, exit interviews, employment records, and other sources. Accurately reports HR data and is involved in the aggregation of data, maintaining HR data quality and the analysis of data.

Identifies, analyzes, and interprets trends or patterns in complex data sets. Identifies opportunities to improve business applications to support business processes and utilizes emerging technologies.

Collaborates with internal and external customers to develop requirements and deliver solutions meeting those requirements. Ensures technical integration is achieved by participating in test planning, validation, and reviews. Evaluates the impact of HR IT products and services on business operations, stakeholder satisfaction, and other outcomes. Conducts evaluations, audits, and reviews and develops contingency plans for area of responsibility. Performs needs analyses to define opportunities for new or improved business process solutions and ensures the rigorous application of information security/ information assurance policies, principles, and practices to the systems analysis process.

Basic Requirements:

Degree in Computer Science, information science, information systems management, mathematics, statistics, operations research, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the following areas:

Required Skills/Abilities:

1. Comfortable working in a fast-paced, analysis-driven environment and willing to take on new challenges.
2. Excellent verbal and written communication skills in order to collaborate internally and externally to develop and deploy plans for technical solutions to business needs.
3. Strong analytical and problem-solving skills.
4. Proficient with or the ability to quickly learn the organization’s human resources information systems, payroll, and similar employee management software.
5. Ability to analyze, manage, and perform HR data management work necessary to plan, design, develop acquire, implement, or modify IT systems for solving HR data management problems.
6. Serve as key technical resource to provide support in HR data analysis and troubleshooting of system problems while assuming ownership of problems to resolution.

U.S. Citizenship Required. This position has been designated by the Air Force as Testing Designated Position (TDP) under Air Force Civilian Drug Testing Program. The incumbent is subject to random testing for drug use. Position is also subject to polygraph testing. Incumbent must have or be capable of obtaining and retaining a TS/SCI security clearance.

If interested, packages should be submitted to Mary Scott Coffey, [mary.s.coffey.civ@mail.mil](mailto:mary.s.coffey.civ@mail.mil), by midnight of the closing date.