



**Company:** CLR Group Ltd., 8 Eagle Center, Suite 5, O'Fallon, IL, 62269

**Contact:** Patrick Downey, 618-624-6799 x1, e-mail: pat.downey@clrgroup.com

**Position Title:** Data Analyst

**Salary/Hourly Rate:** Salary/TBD

**Projected Hours:** 1880

**Benefits:** Full

**Date:** Contingent upon award

**FLSA Status:** Exempt

**Position Summary:** This position provides Data Analyst support for a data analysis contract maintained for a large Government client. Position requires solid knowledge of Microsoft Office Suite of products, databases, and web applications. Position is part of a team approach providing the service and requires flexibility in meeting task requirements and short notice deadlines. Position is tied to a fixed contract and is contingent upon receipt of work from the Government client.

### **Specific Duties and Responsibilities**

- Data mining to the data element level and collection of required metadata
- Mapping that data to an Information Exchange Data Model
- Development of data element dictionaries
- Message Template extraction supporting data element dictionaries
- Extensive experience in standard terms management:
  - Identification of authoritative sources for terms, term metadata
  - Coordination process for approval of enterprise standard terms
  - Resolves issues on terms
  - Mapping terms to data models
  - Posting standard terms to specified locations

### **Knowledge, Skills, and Abilities**

- Ability to read/write/speak/understand English
- Demonstrated proficiency and experience with using computer networks to add and retrieve data
- Ability to implement tasks based on verbal instructions with limited supervision
- Work with site lead to provide accurate and timely production of task deliverables
- Tolerant of change in requirements dictated by customer needs
- Possess effective planning and problem-solving skills
- Multi tasking attitude, equally comfortable operating from within both the technology & business environments
- Enterprise system administration and engineering
- Migrating systems into a multi-tier environment
- Oral and written communication skills
- Highly proficient in:
  - Operating Systems: *Windows XP/2000/NT/95, Windows 3.1, MS-DOS*
  - EDI Software: *Server for Windows NT, UNIX, Foresight EDISIM, Foresight Ambassador, WinMap, Gateway Server, Oracle EDI Gateway*
  - Hardware: *PCs, Sun SunFire V440/V480, E3500, StorEdge A1000*
  - Languages: *MS Visual Basic 6.0/5.0, HTML, C/C++*
  - Proficient at *Microsoft Office, MS Visio, MS Project*
- Understanding of Microsoft SharePoint

### **Desired, Skills, and Abilities**

- 2 years experience in database use/maintenance

- Experience in interfacing with Military clients and organizations

**Credentials and Experience**

- Degree in one of the following engineering disciplines:
  - systems engineering, systems integration, software engineering, information engineering, telecommunications engineering, network engineering, electrical engineering, data quality engineering, or other relevant engineering disciplines
- 2-4 years experience in computer programming and/or information systems development or a relevant technical discipline

**Special Requirements**

- Ability to obtain and maintain a Secret Security Clearance (active clearance a plus)