

JOB DESCRIPTION

JOB CODE 2 BB131 2BB233 2BB337 2BB440	POSITION TITLE DATA MANAGEMENT ANALYST FAMILY	DATE May 1995
	APPROPRIATE DEPARTMENTS Engineering	SUPERSEDES Pg 1 of 2

POSITION SUMMARY:

Responsible for the administration and maintenance of data management systems relative to the monitoring, scheduling, status reporting, submittal, storage, and retrieval of data.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Obtains and organizes information for compilation and preparation of program/project data. Identifies data package contents and accumulates and organizes data packages for reviews, audits, and data submittals.

Prepares drafts of Contract Data requirement Lists (CORLs), Subcontractor Data Requirement Lists (SDRLs), Data Requirement Authorization Sheets (DRASS), Data Item Descriptions (DIDs), and Master Data Schedules and assists in monitoring data preparing organizations to ensure proper format and content for deliverable data as well as completion to established schedules.

Performs data quality reviews, and coordinates the flow of required data items through the signature approval, reproduction, and contracts, cycles.

Prepares standard to more complex data management correspondence, procedures and instructions and prepares and maintains schedules, budgets, spreads, and miscellaneous organizational data.

Assists in planning and implementing data management activities on proposals and new programs.

Establishes and maintains data banks, records, and history files and program/project data distribution lists.

POSITION REQUIREMENTS:

DATA MANAGEMENT ANALYST ASSOCIATE

SG 31

The Data Management Analyst Associate is the first level of a four level family. Incumbents in this classification have a limited use and/or application of basic principles, theories and

This description portrays in general terms the type and Level(s) of work being performed and is not intended to be all-inclusive, nor to be a listing of any one incumbent. It is understood that incumbents in higher classifications may be required to provide orientation, guidance, and work direction to incumbents in lower classifications.

JOB DESCRIPTION - CONTINUATION

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DATA MANAGEMENT ANALYST ASSOCIATE (continued)

concepts and solve problems of limited scope and complexity. Follows specific, detailed instructions under close supervision. Contacts are primarily with immediate manager and other personnel within the organization. Requires a bachelors degree or equivalent related experience.

DATA MANAGEMENT ANALYST

SG 33

The Data Management Analyst is the second level of a four level family. Incumbents in this classification have a general use and/or application of standard principles, practices, concepts and techniques and develop solutions to a variety of problems of moderate scope and complexity. Work is performed under general direction and is reviewed only for soundness of judgement and overall adequacy and accuracy. Includes frequent contacts with other organization and outside agencies. Requires a bachelors degree or equivalent plus two years of related experience.

DATA MANAGEMENT ANALYST SENIOR

SG 37

The Senior Data Management Analyst is the third level of a four level family. Incumbents in this classification have a complete understanding and application of principles, concepts and practices and provide solutions to a wide range of problems of unusual complexity. Work is performed without appreciable direction and is typically reviewed only upon completion for adequacy in meeting objectives. Represents the organization in providing solutions to difficult problems associated with specific projects. Requires a bachelors degree or equivalent plus four years of related experience.

DATA MANAGEMENT SPECIALIST

SG 40

The Data Management Specialist is the top level of a four level family. Incumbents in this classification have extensive expertise in the field and develop solutions to complex problems which require the regular use of ingenuity and innovation. Work is performed without appreciable direction. Incumbents exercise considerable latitude in determining objectives and assignments and serve as the prime contact and/or lead on projects of significant importance to the organization. Interacts with senior customer personnel on significant matters requiring coordinative activity across organizational lines. Requires a bachelors degree or equivalent plus eight years of related experience.