

JOB TITLE: Data Management Specialist Senior**Job ID:****Job Location:** Contractor location**Job Category:** Engineering

Athena Technology Group, Inc. is a Service Disabled Veteran Owned Small Business (SDVOSB) focused on Information Technology and Communications consulting, system engineering, integration, deployment and operation of state of the art command and control and information systems that deliver critical network centric solution to the warfighter. With a proven track record of technical support to our customers, we are looking for innovative industry professionals to join our team. Please contact Richard Volz (703 489-8263) at info@athenatechgrp.com

Roles and Responsibilities: ATG is currently seeking a Senior Data Management Specialist to fill one full-time role in its Washington, DC metro area office. This position will support the Department of Veterans Affairs (VA), Veterans Experience Office (EVO), Multi-Channel Technologies' (MCT) Customer Information Services (CIS) Division. The Data Management Specialist performs tasks which ensure strategic and coordinated data systems management, accuracy and integrity of data, and reporting of data to internal and external stakeholders. Tasks may include ensuring timely and accurate monthly, quarterly and annual reports as required; establishing, maintaining, and updating databases and records for recurring internal reports; recommending and implementing new operating methods to improve data flow, collection, editing, processing and distribution; and ensuring data integrity of high level data analysis. Specific skills include performing tasks which ensure strategic and coordinated data systems management, accuracy and integrity of data, and reporting of data to internal and external stakeholders. Tasks may include;

- ensuring timely and accurate monthly, quarterly and annual reports as required.
- Establishing, maintaining and updating databases and records for recurring internal reports.
- Recommending and implementing new operating methods to improve data flow, collections, editing, processing, and distribution.
- Ensuring data integrity of high level data analysis.
- Provide enterprise data management, data governance, and information quality assurance support to the CIS's customer data management initiative and for customer facing solutions managed by CIS.
- Support the Enterprise Data Steward in the performance of Governance and Quality Management activities, specific to Customer Contact Information, Customer Identity, Military Service, Demographics, Socio-economic, self-service solutions, registration, eligibility, and enrollment data.
- Establish a governance plan and reporting specific to CIS intake processes and activities.
- Define supporting policy, directives standards, processes, access to data, API use and governance for common customer information domains; identity, demographics, military service, socio-economic, benefit profile, and identity card management.
- Support the definition of policies, directives, standards, processes, access to data API use, and governance for shared customer information domains: health, benefits, and memorials.
- Establish and maintain a Change Control Board, consistent with the authority provided under the VA Data Governance Council (DGC), enabling management of changes to policy, standards, processes, and tools enabling exception resolution management per each customer information domain.

Soft Skill Requirements:

- Strong verbal and written communication skills

- Organized with strong attention to detail and quality
- Self-motivated with an ability to think on ones feet
- Eager to learn and self-sufficient

Qualification and Education Requirements:

- Bachelor's (BA/BS) Degree.
- Minimum 8 years of experience supporting systems management
- Proficient in Microsoft Tools Suite (Word, PowerPoint, Excel)
- Delivered projects in the VA giving them understanding and experience with full spectrum of Veteran data and VA OI&T processes
- Exposure to CIS products desired- including Enterprise Veteran Self Services (EVSS), the VA Master Person Index (VA-MPI), VA/DOD Information Repository (VADIR), the Veteran Identification Card (VIC), and Vet360.
- Ability to obtain a NACI clearance