

## **Microsoft Access/InfoPath Analyst**

Full-Time Hourly Non-Exempt Employee Technical

Newport News, Virginia

ID: 052019 - 002

### **Summary:**

The Microsoft Access/InfoPath Analyst will support the Supervisor of Shipbuilding, Conversion and Repair, USN, Newport News (SSNN) Information Technology which consists of a legacy Department of Defense Information processing network; capabilities residing at the Component Enterprise Data Center (CEDC) consisting of Government and Commercial Off the Shelf (COTS) IT applications, systems and services, Windows Active Directory Servers, File Storage, Citrix Systems, SharePoint, and Primavera; and the SUPSHIP Microsoft Access Database (SSMAD) server, a standard Windows File Server connected to the Navy Marine Corps Intranet (NMCI).

The legacy network is designated as a mission assurance category III, Unclassified Navy Nuclear Propulsion Information (U-NNPI) Network hosted by Windows Active Directory Domain Controllers with the top-level domain and is comprised of a multitude of mission critical Government and Commercial Off-The-Shelf(COTS) IT applications, Systems and Services, Windows Active Directory Servers, Email, File Storage, Blackberry Enterprise Services, Internet Access, Citrix Systems, SharePoint, Networked Printers, as well as Laptop and Desktop Computers. SSNN IT currently supports end users, Personal Computers, Smartphone hand-held devices and Printers at various locations throughout the Newport News Shipbuilding (NNS) complex.

The candidate must have the ability to operate effectively under pressure adhering to the Athena Technology Group (ATG) Core Values of *Agility*: rapid adaptation to the changing requirements and environment of our clients; *Excellence*: Service quality that exceeds the expectations of our clients; *Integrity*: Accountability and honesty-always doing the right thing; and *Long-Term Commitment*: Unquestioned loyalty and dedication to our clients, partners and employees.

### **Responsibilities:**

- Provide Microsoft SharePoint Operations and Functions Support.
- Provide services for Microsoft (MS) Access/InfoPath design and development.
- All Access Applications System support shall be documented using command ticketing system.
- Build frame-work and features for MS Access/InfoPath data reporting tools.
- Design, customize, and develop templates, tables, queries, and reports for MS Access.
- Design, customize, and brand look and feel development services utilizing MS Access/InfoPath templates, tables, queries, reports and page layouts.
- Provide expertise to support the implementation for MS Access/InfoPath databases and reporting tools.
- Provide expertise to support the implementation of MS Access/InfoPath databases and reporting tools from data exported from the Command work tracking program Technical Support Management.
- Provide expertise to support the implementation of an automated MS Access/InfoPath database and reporting tool for data extracted from Technical Support Management and from the Command work

tracking program Technical Support Management.

- Develop test plans for user acceptance testing.
- Develop test procedures for new enhancements.
- Provide technical software information as to the design and sustainment for custom MS Access software solutions.
- Work with technical writers by providing technical software information as to the design and sustainment of custom - developed MS Access software solutions.

**Knowledge, Skills and Abilities:**

The Microsoft Access/InfoPath Analyst shall possess at least 2 years in designing, customizing, and branding utilizing MS Access/InfoPath templates, tables, queries, reports and page layouts.

**Education & Experience:**

Baseline Security+ CE certification and;

Certification in Microsoft Access: Core Database Management and Microsoft InfoPath training certificate.

The individual must have current experience within the past year working in the DoD Cybersecurity environment.

**Clearance:** Top Secret

**Work environment:** Work is primarily performed in an office. Typically, employees sit comfortably to do their work, interspersed by brief periods of standing, walking, bending, carrying papers and books, and extensive periods requiring the use of computer terminals to accomplish work objectives.

**Work days:** Monday - Friday

**Work Hours:** Core hours: 7:15 am – 3:45 pm

**Travel:** <10%

**Disclaimer:**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

**Additional information:**

ATG is an equal opportunity employer, all interested qualified applicants are encouraged to apply, EEO/D/M/V/F. ATG welcomes and encourages diversity in the workforce. All your information will be kept confidential according to EEO guidelines.