

Job Description

Date: 07/06/09

POSITION TITLE: Information Technology Specialist

DUTIES: The qualified candidate will support IT Recovery Act Project activities. Project duties will include, but may not be limited to:

- Establishing required interfaces between existing site systems and Deltek Cobra,
- Performing data conversions from existing site systems into Deltek Cobra,
- Performing data conversions from existing site systems into the Labor Resource Management tool,
- Developing reports using the Deltek wInsight product,
- Implementation Activities.

related to a Deltek Cobra project implementation and a Labor Resource Management tool implementation supporting the SRS Recovery Act Project.

Programmatic guidance will be provided by SRNS.

Use and maintain government provided equipment as necessary to satisfy job requirements. Use of government provided equipment may require a site issued property pass.

REQUIRED QUALIFICATIONS

Education: BA/BS degree in Information Technology or related field.

Experience/Skills: Skills include Deltek Cobra, Deltek wInsight, Oracle Hyperion, SQL, and Oracle database. Candidate must be able to work within a computing environment and have good written & oral communication skills.

Work Hours Up to 40 hour work week. SRS utilizes various work schedules; including 5/8s (8 hours/day; five days per week), 4/10s (10 hours/day; four days per week), and a 9/80s (9 hours/day, five days on week A and 4 days on week B). Work week excludes SRNS holidays. Each work day has a 30-minute lunch.

Area Security Access: n/a

Date: 07/06/2009

CANDIDATE EVALUATION FORM

CANDIDATE NAME: _____

POSITION TITLE: **Information Technology Specialist**

MINIMUM REQUIREMENTS
(See Job Description)

	<u>YES</u>	<u>NO</u>
1) U.S Citizen	_____	_____
2) BA/BS in Information Technology or related field	_____	_____
3) Working knowledge of Deltek Cobra	_____	_____
4) Working knowledge of Deltek wInsight	_____	_____
5) Working knowledge of Oracle Hyperion	_____	_____
6) Working knowledge of Oracle database and SQL	_____	_____
7) Good communication skills – both written & oral	_____	_____
8) Telephone interview to validate resume data*	_____	_____
9) Reference check to evaluate performance capability*	_____	_____

*Evaluation validation criteria

Additional Qualifications of Candidate:

Narrative Discussion of Resume Validation:**

(**Discussion not required if candidate is acceptable)

EVALUATOR: _____

DATE: _____