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Title Computer Systems Analysts III

Department Information Technology

Work Location NSWC Crane & Contractor Site

Exempt Status (Y or N) N Position Status (FT/PT/Permanent/Temporary) FT

Company Conformance Statements

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Valor Inc is an Equal Opportunity Employer and provides a Zero Tolerance Drug Free Workplace
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- To ensure the proper procedures are in place for provision of the daily safety and well being of the employees, customers and equipment.

Position purpose

The position of the Computer Systems Analysts is to study the organizations computer systems and procedures and design information systems solutions to help the organization operate more efficiently and effectively. They bring business and information technology (IT) together by understanding the needs and limitation of both. Position is for internal and external requirements.

Responsibilities/Duties/Functions/Tasks

Incumbent provides the following duties with minimal oversight:

- Provides data gathering and data entry supporting functional/physical audits or validations for registering and maintaining knowledge systems utilized by upper commands and organization. Performs data queries and reporting in support of data calls, audits, validation requirements and user status reporting
- Provides guidance and oversight of data gathering and data entry efforts, ensures that data integrity is maintained, and all system parameters are met. Provides data gathering and data entry support for registering and maintaining knowledge systems utilized by upper commands and organizations. Performs data queries and reporting in support of data calls, audits, validation requirement and user status reporting.
- Provides support in application requirement gathering, application and system design, application and system programming and development, testing and maintenance. Ensures that customer requirements are accurately recorded. Ensures that application follow prescribed guidelines in the design and development techniques required to meet security and configuration environments. System designs and development are generally for single user or minimal user base solutions.
- Incumbent must have the ability to perform duties as assigned with little or no supervision or direction.

Qualifications

BS College Degree (Information Technology)

Minimum of at least 7-9 years of job-related experience;

Sr. Programmer Information Assurance Certificate: IAT1

Special Position Requirements

Must possess the ability to obtain and maintain a US Department of Defense Security Clearance. Position may require limited travel.

Preferences

Master's Degree

Work Requirements

Most tasks are performed in office setting.