



Transformation Systems, Inc.

Workforce Data Analyst (CONTINGENT)

Job Description

About Us & This Opportunity

TSI is an award-winning Human Capital Services firm. Connect with our history, culture, values and capabilities at www.transformationsystems.com. With talented people at all levels, ready and able to be of service, TSI helps move clients' performance forward. This *Mid*-level full-time opportunity belongs to someone who wants to be a part of a team making a difference for our Department of Navy (DON) customers. The work is primarily telecommuting with occasional meetings at the client site in Arlington, VA and some local and non-local travel to other client sites and to TSI's D.C. area locations.

Duties and Responsibilities

The Workforce Data Analyst will apply knowledge, skills, and experience analyzing data and extracting insights to support the management and improvement of DON acquisition workforce policies, frameworks, and processes. Examples of typical tasks include:

- Analyze, interpret, and portray data related to acquisition workforce status, trends, and comparisons in support of command, functional area and career field leadership and management priorities
- Coordinate communications (emails, phone calls, MS Teams video and face-to-face meetings) among stakeholders to facilitate efficient communication and learning
- Use best practices to support the intended interpretation and perception of charts, graphs, and data
- Use analytic tools, such as MS Excel, MS Power BI, and/or RStudio, to filter, organize, analyze, and portray performance information
- Utilize SQL, Python, and/or other database tools to gather, organize and analyze large data sets.
- Report back to clients on findings and recommendations using statistical and visualization tools and methods.

Qualifications

Required Experience:

- Performing advanced MS Office Suite/MS Excel tasks such as pivot tables, charts, relational data modeling, writing macros, trend analysis, and executive brief development
- Mining, organizing, and interpreting large sets of data, both structured and unstructured, using a combination of Excel, SQL, and MS Power BI (including proficiency in DAX)
- Clearly presenting statistical data, logical spreadsheets, and data visualization views to senior leaders
- Knowledge of administrative, training, technical, and physical safeguards to ensure the security of Personally Identifiable Information (PII)
- **Must hold an active US Department of Defense Secret Security Clearance**

Preferred Experience:

- Advanced experience in MS Power BI and/or RStudio, in SQL and/or Python
- Knowledge of DON structure, policy, doctrines, and culture
- Experience with DON Human Capital related information systems

Work Setting

TSI offers an industry-leading benefits program including health, disability, life, and company match 401k and an outstanding company culture recognized by the Washington Business Journal as a Great Place to Work. For more information, visit <http://transformationsystems.com/about/work-with-us/>.

Please apply by sending your resume and security clearance status to jobs@transformationsystems.com.

Transformation Systems, Incorporated is an Equal Employment Opportunity employer.