

# Data Specialist: Data Specialist I

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Responsible for the management of all contract data items for all programs. Provides monthly reporting of metrics, routine database reports as outlined in department PSP as well as responds to requests for specialized reports. Ensures public knowledge of Contract Data Requirements (CDRLS) through timely dissemination of information to work package managers and applicable management personnel. Also, monitors subcontract data items if required.

Responsibilities include interfacing with customer, contract interpretation, tracking and guiding work package schedules, heavy close-out team involvement, interfacing with Contract Administration with respect to Space proposal activity as well as with virtually all other programs which require data items. In addition, the Senior Data Specialist will oversee data items from originator/author through to shipment, to include the editing and printing process.

Responsible for the scheduling, tracking, editing and submission of all contractual data items. Actively participates on contract closeout teams to evaluate and resolve little investigated clauses that impact contract closing, and if unattended, ultimately result in lost revenue for the company. After receiving contract release notification from Contract Administration, interprets contract for CDRL responsibilities to include technical, format and delivery requirements. Assigns functional responsibility for the performance of technical data requirements. Ensures that functional groups perform work tasks in accordance with task assignments and schedule requirements of the program. Ensures standardization of technical data preparation methods and interchange of technical data between functional groups. Guides functional groups in the preparation of technical data. Communicates all technical data related customer comments to all functional groups. Prepares subcontractor technical data requirements list and data item specifications. Evaluates Subcontractor technical data quotations for validity. Confers with Logistic Technical Services supervisor upon receipt of tasking for the purposes of bidding. Collects applicable data and estimates project budget then delivers written quote to supervisor. Acts as cost account manager on assigned programs requiring cost/schedule control procedure. Prepares applicable EACs and ETCs for reporting progress to the customer. Responsible for budget, schedule and work performance in Data Management. Ensures customer satisfaction through clear communication, quality checks and job knowledge. Implements/controls appropriate account numbers. Reports applicable performance data for the purpose of metrics.

## **Knowledge**

Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.

## **Problem Solving**

Solves routine problems of limited scope and complexity by following established policies and procedures.

## **Discretion/Latitude**

Work is closely supervised. Follows specific, detailed instructions.

## **Impact**

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

## **Liaison**

Contacts are primarily with immediate supervisor and other personnel in the section or group.

## **Minimum Education and Experience**

1+ years directly related experience with Bachelor's Degree in Business or related field. Basic MS Word, PowerPoint and Excel skills.