

# Data Specialist

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.

| Level 1             |   | Level 2  |  | Level 3  |  | Level 4  |  |
|---------------------|---|--|--|--|--|--|--|
| Data Specialist I   |   | Data Specialist II   |  | Data Specialist III  |  | Sr. Data Specialist  |  |
| Knowledge           | Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards. | Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles.  |  | Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.   |  | Contributes to the development of new concepts, techniques and standards. Considered expert in field within the organization.  |  |
| Problem Solving     | Solves routine problems of limited scope and complexity by following established policies and procedures.                         | Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.   |  | Develops solutions to a variety of complex problems. May refer to established precedents and policies.   |  | Develops solutions to complex problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.  |  |
| Discretion/Latitude | Work is closely supervised. Follows specific, detailed instructions.  | Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.   |  | Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives. |  | Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.   |  |
| Impact              | Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.    | Contributes to the completion of organizational projects and goals. Errors in judgement or failure to achieve results would normally require a moderate expenditure of resources to rectify. |  | Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.               |  | Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources. |  |

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| Liaison                          | Contacts are primarily with immediate supervisor and other personnel in the section or group.   | Frequent internal company and external contacts. Represents organization on specific projects.   |  | Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations. | Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives. |
| 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. | 3+ years directly related experience with Bachelor's Degree in Business or related field. Intermediate MS Word, PowerPoint and Excel skills. |  | 6+ years directly related experience with Bachelor's Degree in Business or related field. Advanced MS Word, PowerPoint and Excel Skills.  | 10+ years directly related experience with Bachelor's Degree in Business or related field. Advanced MS Word, PowerPoint and Excel skills.                    |