

# Job Description

## Program Analyst (Data Science)



PARTNER FORCES

**POSITION TITLE: Program Analyst**

**STATUS: Full Time**

**LOCATION: Arlington, VA**

Partner Forces, LLC., is seeking a Program Analyst to support a Federal client that is charged with building critical infrastructure stakeholder capacity, security, and resilience. This position supports functions related to data science, engineering and analytics, and risk analysis.

### CORE REQUIREMENTS & ESSENTIAL DUTIES

- Gather, analyze, compose, and/or edit technical documentation for presentation to senior leadership.
- Take large, disparate data sets and apply advanced analytic techniques to derive insights.
- Use R or Python to develop new tools and update existing processes.
- Assist in planning and executing workplace improvement initiatives, including assistance with issue definition; editing and/or creating action plans; coordination, seeking and analyzing feedback; and plan management, leadership and execution.
- Contribute to the design and implementation of pilot programs that test new analytic processes.
- Review and develop performance metrics that measure progress toward meeting strategic objectives.
- Aid stakeholder engagement initiatives, including strategy development, workshop facilitation, and other requirements gathering processes.
- Support the review of policy documents using subject matter expertise and an understanding of the Department of Homeland Security (DHS) Cybersecurity and Infrastructure Agency (CISA) policies; provide research and planning for the development, coordination, and implementation of policy. Design supporting documentation, such as Standard Operating Procedures (SOPs) and briefing materials.
- Independently research and resolve or offer solutions to unusual problems in performing a variety of duties related to special projects.
- Establish and maintain effective working relationships with internal and external personnel.
- Keep informed of the mission, organizational structure, key personnel, current activities, status of current projects, and any issues affecting the organization.
- Perform other work-related duties as assigned. The omission of the specific duties does not preclude the supervisor or client from assigning duties that are logically related to the position.

### PREFERRED QUALIFICATIONS

- Advanced use of Microsoft Excel, including VLOOKUP, PivotTables, Macros & VBA
- Proficiency in data visualization tools, including but not limited to Tableau (both desktop and cloud applications)
- Experience building basic desktop applications for external use
- Familiarity with data warehousing tools, such as IBM Cognos and/or Microsoft PowerBI, strongly preferred

### MINIMUM QUALIFICATIONS

- Ability to obtain and maintain DHS security clearance required; active preferred
- Proficiency in R or Python programming languages, with R strongly preferred
- Minimum 1 year coding experience in a professional, non-academic setting
- BA/BS degree in relevant field of study (including but not limited to computer science, math, physics, economics, etc.), and 2+ years of relevant professional experience required; or
- MS/MA degree in relevant field of study (including but not limited to math, physics, economics, geoscience, etc.)
- Exceptional verbal and written communication skills

- Excellent analytical, organizational, and time management skills
- Proficiency in Microsoft Office Suite applications, especially Word, Excel, PowerPoint, and Outlook
- Ability to demonstrate sound judgment and decision-making skills with clients and colleagues
- Ability to communicate technical issues to non-technical audiences

### **THE COMPANY**

Partner Forces, LLC., is a WOSB focused on helping homeland security partners with their most pressing and complex challenges and opportunities. The company provides management consulting services for the homeland security and national security enterprise. We offer clients holistic and integrated solutions to their current and emerging homeland security requirements related to program development and analysis, stakeholder engagement and outreach, strategic planning, technology implementation, security and preparedness assessment, and business process design and improvement.

To apply, submit a complete resume and cover letter that includes salary requirements to [recruiting@partnerforces.com](mailto:recruiting@partnerforces.com).