

POSITION DESCRIPTIONS

ATTACHMENT J.3

A – Administrative Job Family

CLIN	A001
Title	Administrative Assistant (Admin. Assist.)
Duties and Responsibilities	<p>The Administrative Assistant will provide essential support to the executive team and ensure the efficient operations of the office. This role involves managing schedules, coordinating meetings, handling correspondence, and performing various administrative tasks to facilitate smooth business operations.</p> <p>Duties</p> <ol style="list-style-type: none"> Schedule and coordinate appointments, meetings, and events for executives and team members. Handle conflicts and reschedule as necessary. Serve as the primary point of contact for internal and external communications. Maintain an organized and efficient office environment. Manage office supplies, equipment, and ensure that common areas are tidy and functional. Prepare, file, and retrieve corporate documents, records, and reports. Handle confidential information with discretion Provide administrative support to management, including preparing reports, presentations, and spreadsheets. Assist with special projects and company events as needed. Greet visitors and clients, handle inquiries, and ensure a professional and welcoming office atmosphere. Other duties as assigned
Education:	High School Diploma
Qualifications:	<ol style="list-style-type: none"> Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Strong organizational and multitasking abilities. Excellent written and verbal communication skills. Attention to detail. Ability to handle sensitive information with confidentiality.

CLIN	A002
Title	Asset Management Specialist (AMS)
Duties and Responsibilities	<p>Duties:</p> <ol style="list-style-type: none"> Developing, maintaining and executing asset management program including processes, procedures, tools, and reporting for all hardware/software assets. Manage IT asset inventory utilizing best practice software asset management (SAM), Hardware asset management (HAM) and IT asset disposition (ITAD) processes and tools across the full range of digital technology assets. Ensuring that Hardware and Telecommunication asset inventory is always up to date for all technology assets and only authorized components are used. Maintaining software asset management tools including accurate inventory of software Gather data on and provide analysis of all activities that have an

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	<p>impact on the value, cost and risk of digital technology asset life cycles</p> <ul style="list-style-type: none"> f. Gather, analyze and manage data to track lifecycle, maintenance and decommissioning of IT assets. g. Tracks license utilization; performs license audits; respond to license validation requests; track remedial actions h. Perform sample laptop/desktop/telecommunication devices audits on a monthly basis to ensure that devices are assigned to the correct individuals i. Evaluate and configure OCFOs existing asset management software and recommend an alternate software if required j. Coordinate the procurement function of IT assets. k. Receiving inventory and maintaining the inventory room (physical and/or virtual) for IT Equipment (Hardware and Telecommunication) l. Serving as an IT Point-of-Contact on true-up audits and asset renewal projects by gaining agreement on timelines, deliverables and effectively escalating issues <p>Responsibilities:</p> <ul style="list-style-type: none"> a. Determines enterprise information assurance and security standards. b. Develops and implements information assurance/security standards and procedures. c. Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers' requirements. d. Identifies, reports, and resolves security violations. e. Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. f. Supports customers at the highest levels in the development and implementation of doctrine and policies. g. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. h. Performs analysis, design, and development of security features for system architectures. i. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. j. Designs, develops, engineers, and implements solutions that meet security requirements. k. Provides integration and implementation of the computer system security solution. l. Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. m. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle a. Ensures that all information systems are functional and secure
Qualifications	<ul style="list-style-type: none"> a. 11-15 years of experience developing, maintaining, and recommending enhancements to IS policies/requirements

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	<ul style="list-style-type: none"> b. 11-15 years of experience performing vulnerability/risk analyses of computer systems/apps c. 11-15 years of experience identifying, reporting, and resolving security violations d. Understanding of Vendor Management, Procurement, Asset Lifecycles, and License Management (Desired) e. Experience in tracking Asset and License information via an Asset Management tool / CMDB (Required)
Education:	<ul style="list-style-type: none"> a. Bachelor's degree in IT or related field or equivalent experience b. An Industry Certification such as Desired Certified IT Asset Manager (CITAM), Certified Hardware Asset Management (CHAMP) or similar c. PMP certification (desired)

CLIN	A003
Title	Computer Operator (Com Operator)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Tasks and assignments related to the management and operations of drawings for on-line games, second chance drawings and special event drawings. Duties include, but are not limited to: 2. Resolving hardware and software issues from minor software to complex system issues. Serves as the initial point of contact for OLG staff experiencing computer problems or in need of additional technology resources. 3. Monitors networked systems for security problems and investigates causes of any suspicious activity identified. 4. Serves as initial point of control to ensure personnel do not access the classified processing area without proper clearance. 5. Performs the Game Closing and IT draw operations, verifies closing of lottery games; validates winning numbers for draw games with draw staff and auditors; updates and post winning numbers to website and phone line; works with vendor to enable payments for local drawings; balances sales and liabilities data with the gaming system and create Back-Office System (BOS) reports; and updates new draw sales and liability records. 6. On a daily basis, processes and balances the of Internal Control System (ICS) financial reports against BOS reports. 7. Monitors the ICS and BOS performance during data entry and reporting any anomalies noted; communicate issues to systems and network engineers; and responds to BOS/ICS queries via email or telephone. 8. Updates the Multistate Lottery Association (MUSL) and Draw Reporting Systems with sales and winning numbers for multistate lottery games. Maintains contact with Draw Manager, Draw Auditor and Lottery. 9. Assists Information Technology staff in providing basic computer and systems support to Gaming Systems vendor. Assists IT Specialists with- providing technical assistance and support for incoming queries and issues related to computer software and hardware.

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	<ul style="list-style-type: none"> 10. Executes and monitors daily Data Warehousing program. 11. Conducts preliminary IT inquires and issue tracking for users. 12. Maintains asset inventory for Lottery IT department. 13. Assists the IT Specialist in installing and configuring computer software, installing computer hardware peripherals, including the setup of network printers, monitors and mobile devices, and provides assistance to the QA groups in UAT testing as assigned. 14. Perform other related duties as assigned.
Education:	High School Diploma
Qualifications:	<ul style="list-style-type: none"> 1. Extensive knowledge of the functions of various computer operating systems to monitor activities internal to the systems and in searching for and identifying problem conditions that affect system operating efficiency in accepting and processing jobs. 2. Knowledge of Microsoft Office and operating features of a personal computer. Skill in the use of a computer keyboard. 3. General knowledge of File Transfer Protocol (FTP) and Virtual Private Networks (VPN) in order to transfer data securely. 4. Knowledge of network file system and USB file transfers to transfer data from internal control system to a thumb drive and then to network file server. 5. Ability to maintain accuracy in performing repetitive work where speed and accuracy are of importance. 6. Experience in Information Technology environment on Microsoft Windows environment. 7. Knowledge necessary to diagnose and solve simple computer system problems. Incumbent must be able to learn new IT techniques within a reasonable time frame. 8. Ability to effectively comprehend SOPs, reports, test scripts, and other related materials. 9. This position is considered essential. The incumbent must be available to work a rotating 40-hour shift (including weekends and holidays) to provide coverage for the OLG Operations Center. The Operations Center is open from 7:30 a.m. to 1:00 a.m., 7 days a week. The Shift Schedule is prepared monthly by management.

CLIN	A004
Title	Customer Service Representative (CSR)
Duties and Responsibilities	<p>The Customer Service Representative will be responsible for providing exceptional service to customers, addressing inquiries, resolving issues, and ensuring a positive customer experience. This role requires excellent communication skills, a problem-solving attitude, and the ability to handle various customer interactions effectively.</p> <ul style="list-style-type: none"> a. Respond to customer inquiries via phone, email, chat, or in-person in a timely and professional manner. b. Assist customers with product information, order status, or any account-related issues. c. Resolve customer complaints and issues efficiently and empathetically, following agency procedures.

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	<ul style="list-style-type: none"> d. Maintain up-to-date knowledge of products, services, and agency policies to provide accurate information. e. Process transactions, returns, and exchanges according to agency guidelines. f. Collaborate with other departments to address and resolve complex issues. g. Provide feedback to management on recurring customer concerns and suggest improvements. h. Stay informed about industry trends and best practices to enhance customer service quality. i. Perform other duties as assigned to support the customer service team.
Education:	High School Diploma
Qualifications:	<ul style="list-style-type: none"> 1. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). 2. Strong organizational and multitasking abilities. 3. Excellent written and verbal communication skills. 4. Attention to detail. 5. Ability to handle sensitive information with confidentiality.

CLIN	A005
Title	Events and Promotions Coordinator (E&P Coord)
Duties and Responsibilities	<ul style="list-style-type: none"> 1. Assist Events Coordinator and Chief of Marketing (New Products & Promotions) with agency promotions. 2. Assists Events Coordinator with marketing and communications events which often cut across organizational lines; responsible for working with the Events Coordinator and Chief of Marketing (New Products & Promotions). 3. Provides inventory control of all Lottery merchandise to include all promotional paraphernalia, prizes, tickets, etc. 4. Assists with community outreach and as needed. 5. Assists Events Coordinator with the execution of complex projects and assignments related to planning, administration and execution of marketing programs. Through review, analysis and evaluation of marketing activities and programs, provides advice to Events Coordinator in making decisions and defining policies and practices. 6. Performs other related duties as assigned.
Qualifications:	<ul style="list-style-type: none"> 1. Possess the ability to prioritize, coordinate and control tasks and must be able to effectively communicate assignments and ensure tasks are completed on time. 2. Ability to interact with agency officials for the purpose of discussing and resolving problems, understanding roles and responsibilities and adapting recommendations to improve acceptability. 3. Strong verbal and written communication skills as well as interpersonal skills to maintain a professional, effective relationship with co-workers and customers.
Education	High School Diploma

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Other:	The employee should possess and maintain a valid state driver's license and should be available for periodic off-site project management and marketing coordination of promotional activities when required (nights and weekends included).
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CLIN	A006
Title	Facilitator
Duties and Responsibilities	<p>The Facilitator is responsible for planning, conducting, and managing meetings to ensure that they are productive and focused. The role involves setting agendas, guiding discussions, and ensuring that all participants are engaged and that objectives are met. The Facilitator works closely with various teams or stakeholders to create a collaborative and effective meeting environment.</p> <p>Preparation:</p> <ul style="list-style-type: none"> a. Coordinate with meeting organizers to understand objectives and prepare an agenda. b. Ensure that all necessary materials and equipment are available and functional. c. Distribute agendas and pre-meeting materials to participants in advance. <p>Meeting Facilitation:</p> <ul style="list-style-type: none"> d. Serve as the master of ceremonies e. Guide discussions to keep the meeting on track and ensure that all agenda items are covered. f. Encourage participation from all attendees and manage group dynamics. g. Address conflicts and ensure that all viewpoints are heard and considered. <p>Follow-Up:</p> <ul style="list-style-type: none"> h. Summarize key discussion points, decisions, and action items. i. Distribute meeting minutes or summaries to participants promptly. j. Track progress on action items and follow up as needed. <p>Evaluation:</p> <ul style="list-style-type: none"> k. Gather feedback from participants to assess the effectiveness of the meeting. l. Continuously improve facilitation techniques based on feedback and experience.
Education:	Bachelor's degree (Masters or higher preferred)
Qualifications:	<ul style="list-style-type: none"> 1. Minimum 10+ years of experience as a meeting facilitator in the public sector 2. Experience designing public "town-hall" type meetings and other convenings on public policy issues 3. Experience working with diverse audiences 4. Compelling and competent public speaker 5. Strong conflict resolution skills

CLIN	A007
Title	General Clerk
Duties and Responsibilities	This position provides essential administrative support to ensure the smooth operation of office activities. This role involves handling various clerical tasks, assisting with data entry, managing correspondence, and supporting staff with day-

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	<p>to-day operations. The position is ideal for individuals who are detail-oriented, organized, and capable of working in a fast-paced environment.</p> <ol style="list-style-type: none"> 1. Perform general clerical duties such as filing, photocopying, scanning, and faxing documents. 2. Manage office supplies inventory and order replacements as needed. 3. Assist in preparing and formatting reports, presentations, and other documents. 4. Input data into databases, spreadsheets, and other systems with accuracy and efficiency. 5. Update and maintain office records and databases. 6. Ensure data confidentiality and security. 7. Answer and direct phone calls, emails, and other communications. 8. Greet and assist visitors and clients in a professional manner. 9. Draft and proofread correspondence and other written materials. 10. Assist in scheduling meetings, appointments, and travel arrangements. 11. Coordinate with other departments or external parties to facilitate office operations. 12. Help with event planning and execution as needed. 13. Provide backup support to other administrative staff or departments as required. 14. Assist with special projects or tasks assigned by supervisors.
Education:	High School Diploma
Qualifications:	<ol style="list-style-type: none"> 1. Prior experience in an office support role or similar environment. 2. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office software. 3. Strong organizational and multitasking abilities. 4. Excellent communication skills, both verbal and written. 5. Attention to detail and accuracy in handling information. 6. Ability to work independently with minimal supervision

CLIN	A008
Title	Human Resource Analyst (HRA)
Duties and Responsibilities	<ol style="list-style-type: none"> a. Provides pension benefit estimates and performs benefit calculations, including retroactive payments for District and Federal employees in accordance with documented processes and procedures. b. Verifies that pension benefit applications are complete and accompanied by required documentation. Refers incomplete applications back to the appropriate government agency for certification and/or investigation. c. Verifies that CSRS applications are complete and that retirement contributions support the certification and/or investigation. d. Gathers and validates appropriate documentation and identifies areas requiring immediate Knowledge of employee benefits, qualified pension plans, laws and regulations governing same. e. Knowledge of the principles, practices and procedures of qualified retirement plans and their administration.

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	<ul style="list-style-type: none"> f. Highly skilled in prioritizing and organizing high-volume work in a customer service- oriented environment. Must be detail oriented. g. Ability to perform business applications Microsoft Outlook and Microsoft Suites (Word, Excel, Access, etc.) and other support software used in the preparation of retirement computations, routine correspondence and payables. h. Strong financial, analytical, auditing, and research skills. i. Develop and test data bases and solve complex problems
Qualifications	<ul style="list-style-type: none"> a. Minimum two (2) years from an accredited college or university in business administration, human resources management, finance, accounting, public administration or a related field; b. Minimum five (5) years of progressively responsible recent experience (within the last 7 years) working in a human resource, employee benefits environment one year of which should include administering retirement benefits

CLIN	A009
Title	Photographer
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities:</p> <ul style="list-style-type: none"> a. Enhance photographed picture quality, catalogs, and edits photographs prior to being published. b. Upload photos into a folder housed on the network drive. Label photo folder and photos. c. Capture the highest quality and quantity of digital still pictures. d. Use editing software to adjust, enhance, and improve pictures taken prior to uploading them. e. Determine the style of photographs for publishing. f. Properly use photography equipment to ensure quality photographs.
Qualifications	<ul style="list-style-type: none"> a. Thorough understanding of basic photographic concepts of proper exposure, proper focus. b. Two (2) or more years' experience as a photographer c. Strong understanding of digital photography, lighting, and compositional skills d. Familiar with lighting techniques and the tools required to shoot flat and on stands e. Skilled using photoshop or other photo editing software. f. Thorough knowledge and understanding of Microsoft products such as Excel, Word, etc.
Education:	High School Diploma or GED
Technical Skills:	MS Teams, MS Project, MS Office (Word, Excel, PowerPoint, etc.).

CLIN	A010
Title	Procurement Support Specialist (PSS)
Duties and Responsibilities	<ul style="list-style-type: none"> 1. Responsible for contract administration functions following contract award and throughout the contract life cycle 2. Monitors and ensure contractor performance in accordance with the terms

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	<p>of the contract</p> <ol style="list-style-type: none"> 3. Prepares statement of work and solicitation documents 4. Coordinates and maintains Post acquisition plans, appropriate milestone charts and related schedules. Prepares necessary documentation and correspondence. 5. Reviews completed contract file to ensure routine administrative matters are resolved or completed. 6. Supports the Contracting Officers Technical Representative (COTR) and Operations Manager to determine the acceptability of the contract performance, and/or to recommend that remedial action be taken. 7. Assists in the review of procedural aspects of contract actions. 8. Participates in contract administration sufficient to ensure contract terms and conditions are met and that the contractor delivers the required goods or services in a timely manner to achieve the objectives of the Agency's projects and programs. 9. Assists in the procurement planning activities 10. Reviewing, analyzing, and tracking Contract/Task Order invoices and expenditures. 11. Develop financial management trackers to monitor overall project health in terms of cost, budget, schedule and performance
Qualifications	<ol style="list-style-type: none"> 1. Bachelor's degree (or higher) in any of the following preferred fields: accounting, business, finance, law, contracts, purchasing, and economics 2. Eight (8) years' experience in procurement management 3. Demonstrated proficiency in applications including Microsoft Office Suite and Adobe Acrobat. 4. Highly experienced with Data analysis using Microsoft Excel including knowledge of Advanced functions such as VLOOKUP, Pivot Tables etc. 5. Experience in Post Contract Award Life Cycle Management including contract closeout 6. Experience with Program's Budget and Cost Management 7. Demonstrated experience with Fixed-Price, Cost-Reimbursement, and Indefinitely Delivery Indefinite Qua

CLIN	A011
Title	Project Coordinator (Proj. Coord)
Duties and Responsibilities	<ol style="list-style-type: none"> a. Scheduling kickoff/recurring meetings, scribing of published minutes, developing meeting agendas, and managing stakeholder communication by following up on status to ensure deliverables and milestones are monitored and deadlines met. b. Plan, monitor and coordinate the schedule of assigned projects and progress of tasks from inception to closure to ensure results are achieved. Update project plans as needed. Coordinate communication and resolution of any issues that arise. c. Organizes, tracks, and communicates information critical to the department to help ensure goals are met and important milestones are monitored, and deliverables addressed in a timely manner d. Assist in data collection and validation efforts from numerous sources based

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	<p>on project scope and progress; summarizes data and prepares recommendations to management based on findings</p> <p>e. Assist in the development of communication and training plans.</p> <p>f. Other duties as assigned</p>
Qualifications	<p>a. Three (3) + years' experience as a project coordinator or project manager, responsible for supporting the PMO, project managers and other project resources throughout the project lifecycle.</p> <p>b. General understanding of software development processes, methodologies and Project Management Life Cycle</p> <p>c. Strong technical skills, work ethic, independence, problem solving ability, and overall positive attitude.</p>
Education:	<p>a. Bachelor's Degree in Science, Technology, Mathematics or a Technical Field.</p>
Technical Skills:	<p>a. Experience using Microsoft Office products -- MS Word, Excel, PowerPoint, MS Visio and MS Project, Microsoft Teams.</p> <p>b. Excellent oral and written communication skills are required.</p>

CLIN	A012
Title	Public Affairs Specialist (PA Specialist)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Develops web and email public relations and communication strategies, i.e. for various promotions and campaigns responsible for managing the Players' Club program and weekly email communications (x2). 2. Prepares press releases, loads releases to the newsroom, and distributes to media. Maintains positive relationships with members of the media and maintains the media list. 3. Works on communications projects which cut across organizational lines, planning and conducting projects and assignments. 4. Assists in developing and executing an agency/District-wide communications plan using input received from both internal and external stakeholders. 5. Serves as reviewer/content editor of the internal and external websites. 6. Serves as a spokesperson for media inquiries, coordinating responses within the agency and verifying accuracy prior to disseminating information. 7. Develops media efforts to inform employees about District, agency and community activities and news through the internal information program. 8. Establishes and maintains guidelines for news reference files. 9. Establishes writing and editing standards for internal correspondence, reports, forms, and publications. 10. Prepares special studies, reports, and information requested through the agency by the Chief Financial Officer, the Mayor, or City Council.

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	<p>11. Performs procurement and administrative functions as needed. Give guidance and directions to vendors to create various agency publications, presentations, newsletters, and testimony.</p> <p>12. Acts as a backup for the communication inbox as needed and responds to inquiries quickly with a high level of customer service.</p>
Education:	Bachelor's Degree in marketing, communications, journalism, or related field.
Qualifications:	<ol style="list-style-type: none"> 1. Excellent writing, editing, and speaking skills and the ability to install such skills in others. 2. Knowledge of the principles of marketing, advertising, research, marketing analyses, community event advertising and media advertising and implementing a marketing program, which addresses the agency's needs. 3. Knowledge of written and oral communication principles, concepts and techniques, analytical methods and public affairs practices.

CLIN	A013
Title	Service Desk Technician – Journeyman (SDT – Jryn.)
Duties and Responsibilities	<p>The Service Desk Technician - Journeyman provides technical support for customers who experience computer and software issues in the areas of standard Windows desktop applications as well as applications developed by the OCFO and its vendors. This position serves as the first point of contact for troubleshooting hardware and software problems.</p> <p>Duties & Responsibilities:</p> <ol style="list-style-type: none"> a. Respond to service requests and service incidents reported by OCFO staff via phone, email, or web portal. Ensure information is accurately entered into the ticketing system and that all assigned tickets are tracked and managed to resolution within defined service level agreements. b. Ability to provide tier 1 support for a Windows-based desktop environment, including common desktop applications such as Microsoft365 and Adobe, as well as managing user accounts and Active Directory. c. Ability to provide tier 1 support for iOS-based mobile devices, including common mobile-based applications such as email, Microsoft365, and authentication applications. d. Configure and deploy PCs, laptops, printers, mobile phones, tablets, and other desktop IT assets. e. Interact with network team and application development teams to restore services and/or identify and correct issues. f. Simulate or re-create user problems to resolve incidents. g. Recommend system modifications to reduce user problems and service incidents.
Qualifications	<p>Required Experience: At least three (3) years of experience in the following:</p> <ol style="list-style-type: none"> a. Providing help desk support for the Windows operating system, Windows-based applications and databases, and AD account management; b. Providing help desk support for iOS devices, iOS-based applications, and iCloud account management; c. Configuring, imaging, and deploying Windows based laptops, printers, and

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	<p>desktop assets;</p> <p>d. Workflow management applications such as ZenDesk, ServiceNow, Ivanti, or BMC Helix.</p> <p>Preferred Experience: At least three (3) years of experience in the following:</p> <p>a. Endpoint protection and management tools such as Cisco AMP, Absolute, or HP SureClick;</p> <p>b. IT asset management and tracking tools such as Oomnitza, ServiceNow, Ivanti, or BMC Helix.</p>
Technical Skills:	CompTIA A+ certification for technical support.

CLIN	A014
Title	Service Desk Technician – Senior (SDT – Sr.)
Duties and Responsibilities	<p>The Service Desk Technician - Senior provides technical support for customers who experience computer and software issues in the areas of standard Windows desktop applications as well as applications developed by the OCFO and its vendors. This position serves as the first point of contact for troubleshooting hardware and software problems.</p> <p>Duties & Responsibilities:</p> <p>a. Respond to service requests and service incidents reported by OCFO staff via phone, email, or web portal. Ensure information is accurately entered into the ticketing system and that all assigned tickets are tracked and managed to resolution within defined service level agreements.</p> <p>b. Ability to provide tier 1 and tier 2 support for a Windows-based desktop environment, including common desktop applications such as Microsoft365 and Adobe, as well as managing user accounts and Active Directory.</p> <p>c. Ability to provide tier 1 and tier 2 support for iOS-based mobile devices, including common mobile-based applications such as email, Microsoft365, and authentication applications.</p> <p>d. Configure and deploy PCs, laptops, printers, mobile phones, tablets, and other desktop IT assets.</p> <p>e. Interact with network team and application development teams to restore services and/or identify and correct issues.</p> <p>f. Simulate or re-create user problems to resolve incidents.</p> <p>g. Recommend system modifications to reduce user problems and service incidents.</p>
Qualifications	<p>Required Experience: At least five (5) years of experience in the following:</p> <p>a. Providing help desk support for the Windows operating system, Windows-based applications and databases, and AD account management;</p> <p>b. Providing help desk support for iOS devices, iOS-based applications, and iCloud account management;</p> <p>c. Configuring, imaging, and deploying Windows based laptops, printers, and desktop assets;</p> <p>d. Workflow management applications such as ZenDesk, ServiceNow, Ivanti, or BMC Helix.</p>

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	Preferred Experience: At least five (5) years of experience in the following: a. Endpoint protection and management tools such as Cisco AMP, Absolute, or HP SureClick; b. IT asset management and tracking tools such as Oomnitza, ServiceNow, Ivanti, or BMC Helix.
Technical Skills:	ITILv4 Foundation CompTIA A+ certification for technical support

CLIN	A015
Title	Unclaimed Property Technician (Unc Prop Tech)
Duties and Responsibilities	The Contractor personnel shall perform the following duties and responsibilities for the Unclaimed Property Unit: a. Provide assistance to the Unclaimed Property Specialists and Supervisor in assisting claimants and holders on all unclaimed property accounts, answers owner and holder related questions via in person, telephone or written correspondence: researches unclaimed property accounts on the Unclaimed Property system, sends out owner claims and holder information based on the nature of the inquiry. b. Coordinate and maintain oversight and assistance to customer/claimants and holders for questions or guidance requested in Unclaimed Property, including claim documentation required, unclaimed property regulations, accounting of unclaimed property and procedures/policies to be followed to either submit or claim unclaimed property. c. Serve as liaison to customers to determine if they have unclaimed property, provide instructions and guidance to them for the documentation needed to claim their property (varies with each property depending on what it is, how it is registered, etc.), and answer any and all questions from the customer. Project a friendly customer-service environment and helpful attitude in person, over the phone, in e-mail or web inquiries. Monitor that responses are performed within a 24-hour turnaround timeframe. d. Assist Unclaimed Property Analysts and Specialists with holder/companies that have unclaimed property to turn over to the District of Columbia. Provide D.C. regulations, forms, procedures, guidance, and answer questions that they may have. e. Create and prepare correspondence to customers and holders/companies regarding inquiries, questions, additional documentation needed, procedures to follow, or any other information that needs to be relayed to them. This correspondence will be imaged and saved to the customer claim or holder reporting file.
Education:	High School Diploma or GED
Technical Skills:	a. Excellent written and oral communications skills; as well as interpersonal skills to maintain a professional, effective relationship with co-workers, claimants and holders. b. Ability to adapt quickly and easily to changing regulations, procedures and policies; and to perform tasks independently. c. Knowledge and experience with Microsoft Office Suite, proficiency in Microsoft Excel, Access and PowerPoint.

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	<ul style="list-style-type: none"> d. Ability to plan, organize, make decisions, set priorities, and to meet deadlines in a fast-paced environment. e. Demonstrated ability to process, interpret and analyze financial and technical information to resolve problems in a quick paced environment.
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CLIN	A016
Title	Web Communications Specialist (Web Com Spec)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Web Communications Specialist:</p> <ol style="list-style-type: none"> 1. Responsible for creating and implementing strategies around web communications best practices and tools including social networking, blogs, podcasts, and other emerging online channels. 2. Serves as agency's social media expert 3. Coordinates the social media presence for a variety of initiatives that effectively communicate the agency's products, mission, programs, and policies. Also coordinates the development of agency's Internet content with the vendor. 4. Responsible for outreach activities utilizing 2.0 web tactics and programs to further enhance the image of the agency with all stakeholders and the general market at-large. 5. Maintains and provides content development for the agency's social networking sites to reach emerging markets including, but not limited to, Facebook, Twitter, YouTube, FourSquare, Flickr, and others. 6. Develops and maintains a process for the execution and delivery of social media campaigns. Prepares quarterly reports summarizing the results of social media campaigns and web analytics. Stays abreast of social media tools and industry trends and works creatively with the Marketing Department and ad agency representatives on the development of social media programs and strategies in concert with annual product plans. 7. Executes the production of video recordings including planning outlining episodes, scriptwriting, storyboards, logistics, location selection, editing, scheduling, and promoting. Ensures that programs are disseminated to all appropriate channels. Promotes programs to local and industry online outlets. Monitors usage and provides quarterly analysis to Chief of Communications. 8. Utilizes web-based best practices to coordinate agency objectives and assists with managing complex assignments related to planning, administration, and execution of communications programs. Through review, analysis, and evaluation of communication activities and programs, provides advice on new developments in the web communications industry to assist the Chief of Communications with making decisions, and defining policies and practices. 9. Responsible for managing various promotions across all social media platforms (Website, Facebook, Instagram and Twitter). Works with the

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	<p>Marketing, Sales and Third-Party vendors to complete these projects. Manages the social media platforms and responds to the public on relevant web issues. Instructs and approves web content delivered by the vendors.</p> <p>10. Interprets visual design needs of agency’s initiatives in order to develop interactive and/or web-based media to effectively convey information in a concise and professional manner. Establishes and cultivates relationships with local and industry bloggers to advance the communications efforts of the agency. Coordinates with program staff with the oversight and implementation of content development of the agency’s web presence, ensuring that all agency internet messaging is has been analyzed, properly monitored, and on budget, and also properly translated to the web portal.</p> <p>11. Manages the communication inbox and responds to inquiries quickly with a high level of customer service.</p>
Education:	<p>1. Bachelor’s degree in marketing, communications, journalism, or related field.</p>
Qualifications:	<p>Experience:</p> <ol style="list-style-type: none"> 1. Thorough knowledge of various forms of web communications (web design, SEO, HTML, content management tools, blog management and mobile applications). 2. Comprehensive knowledge of social media, the digital media landscape, and web 2.0 online community services. 3. Knowledge and skill of graphic design to ensure that design features are in line with procedures and requirements. 4. Ability to communicate effectively both orally and in writing to interact with agency officials for the purpose of discussing and resolving problems, understanding roles and responsibilities, and adapting recommendations to improve acceptability. 5. Skill in exercising sound judgment and discretion in dealing with novel and unprecedented situations.

CLIN	A017
Title	Inventory Clerk
Duties and Responsibilities	<p>The Inventory Clerk is responsible for:</p> <ol style="list-style-type: none"> 2. Recording amounts of materials or items received or distributed via appropriate computer program. 3. Makes recommendations to enhance software program to include different features or modification to existing programs. 4. Manages the physical inventory of items 5. Responsibilities would include maintaining inventory records, reconciling new inventory shipment, and inputting into inventory control database. 6. Maintaining and updating records. 7. Counting materials, equipment, merchandise, or supplies in stock. 8. Reporting discrepancies between physical counts and computer records.

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	<p>9. Developing or improving upon inventory management procedures.</p> <p>10. Stocking and distributing supplies, equipment or merchandise.</p> <p>The Inventory Clerk should have exceptional math and analytical skills, as well as written and verbal communication skills. Ideal candidates are physically fit, can lift up to 50 lbs., have warehouse experience, working knowledge of database and spreadsheet software.</p>
Education:	High School diploma.
Qualifications:	<ol style="list-style-type: none"> 1. 2+ years' experience in inventory control. 2. Excellent math and analytical skills. 3. Excellent communication and interpersonal skills.

B – Business Job Family

CLIN	B001
Title	Business Analyst – Junior (BA – Jr.)
Duties and Responsibilities	<ol style="list-style-type: none"> a. Work with multiple stakeholders to understand their business needs for software applications that support their mission. b. Develop requirements that meet the customers mission/business needs. c. Be responsible for negotiating system requirements with product owners and communicate business process changes that impact the solution. d. Perform analysis on business or systems processes to identify improvements. e. Perform analyses and provide recommendations on top level requirements, system requirements, derived requirements, software requirements, and interface designs. f. Work with team members and client to understand and define needs and develop and recommend solutions. g. Other duties as assigned
Qualifications	<ol style="list-style-type: none"> a. Work experience in Business Analysis -- Three (3) years. b. Prior experience working as a business analyst in a financial/accounting application -- Three (3) years. c. Practical application ability with Microsoft Office, Project and Visio (Three years). d. Experience with detailed analytical abilities -- Three (3) years.

CLIN	B002
Title	Business Analyst – Journeyman (BA – Jrn.)
Duties and Responsibilities	<p>This position is in the Office of the Chief Information Officer (OCIO) and serves to ensure business applications and processes used by the office of the Chief Financial Officer, in areas of Individual Income tax, Business Tax, Real property Tax are meeting the needs.</p> <p>Duties include, but are not limited to:</p>

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	<ul style="list-style-type: none"> a) Develops and maintains an understanding of the key business processes and policies for the business units, assisting the business units with process improvements. Assists in the resolution of system issues to allow for timely processing of business transactions. b) Tracks current software trends and provides the business units with recommendations for upgrading or replacing production systems to take advantage of improved functionality available. c) Assists in the gathering of requirements for new or existing systems; participates as a consultant on software evaluation; serves as an analyst on the system implementation team assisting in fit/gap analysis, system configuration, and the establishment of the requirements traceability matrix (RTM), creating test cases to ensure all requirements are tested prior to go live; works with stakeholders, business subject matter experts, and other members of the implementation team to confirm that the system meets the needs of the District. d) Documents the interface control documents (ICD) needed to define the interfaces into and out of the new system, as appropriate; assists in documenting all re-engineered business processes modified during the implementation process; and identifies and documents the IT roles and responsibilities for maintaining the new system once implemented. e) Provides input into project planning, scheduling, and budgeting. f) Assists in the development of project proposals and related financial planning and development of business case, to include performing cost/benefit analysis. <p>Attends required training and perform all routine administrative responsibilities expected</p>
Qualifications	<ul style="list-style-type: none"> a. Work experience in Business Analysis – Six (6) years. b. Prior experience working as a business analyst in a financial/accounting application -- Six (6) years. c. Practical application ability with Microsoft Office, Project and Visio (Six years). d. Experience with detailed analytical abilities – Six (6) years.
Education:	Bachelor's degree in Science, Technology or Mathematics, Finance and Accounting. Technical Skills: a. MS Teams, MS Project, MS Office (Word, Excel, PowerPoint, SharePoint, Visio, etc.)
Technical Skills:	Good understanding of software development methodologies, Traditional and agile/hybrid experience as a business/system analyst.

CLIN	B003
Title	Business Analyst - Senior (BA- Sr.)
Duties and Responsibilities	<p>The Business Analyst Senior shall:</p> <ul style="list-style-type: none"> a. Have functional and technical experience in the utilization and implementation of financial software, preferably the Oracle suite. b. Be able to analyze and recommend resolutions to complex business/technical issues, the ability to effectively communicate project status and demonstrated ability to perform business process engineering. c. Have demonstrated the ability to lead teams through the delivery of projects which improve end-user productivity while maintaining

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	<p>appropriate business compliance controls.</p> <p>d. Assess current capabilities and identify high-level business requirement to meet business owner needs.</p> <p>e. Assist in translating requirements into test conditions and expected results for product, performance, and user acceptance testing.</p>
Qualifications	<p>a. Required Experience minimum of Eight (8) years in the following:</p> <ol style="list-style-type: none"> 1. Business Analysis and stakeholder management 2. Enterprise Systems Architecture 3. Implementation and management 4. Information technology system design, support, and development 5. Project Coordination and documentation 6. PMI, Agile, and Scrum methodologies <p>b. Preferred Skills Set – 3 years’ experience:</p> <ol style="list-style-type: none"> 1. Financial System Design 2. Oracle ERP (Oracle Enterprise Business Suite (EBS))

CLIN	B004
Title	Business Systems Analyst – Master (Bus Sys Analyst – Mas)
Duties and Responsibilities	<p>Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements.</p> <p>a. The business system analyst is responsible for solving business problems, defining business architecture, process optimization, business rules, business cases, business requirements, organizational change (communications), and UAT.</p> <p>b. The role of Business System Analysis – Hyperion Financial Management is to understand and document current business procedures and identify areas for improvement. This person will provide hands on business process requirements analysis in support of Hyperion Financial Management Suite and related application. In collaboration with internal departments and external resources, plans, designs and implements financial systems solutions. A thorough understanding of the current state of the organization is necessary prior to recommending changes related to implementing a new business solution.</p> <p>c. Under general supervision, formulate and define system scope and objectives through research; as well as demonstrate expertise with the Hyperion Financial Management suite</p> <p>d. The Business Systems analyst is responsible for the knowledge transfer of business requirements to the application/database developers and project managers.</p> <p>e. The Business Analyst shall be able to make cogent arguments recommending a course of action</p> <p>f. The Business Analyst need to scour through enormous amounts of information in the business area that they support to find the salient points.</p> <p>g. New business patterns happen all the time and detecting them can provide a significant advantage. Business analyst shall be able to identify and address the change in business process</p>

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	<ul style="list-style-type: none"> h. Business analyst shall understand the variety of standard ideas and methods for requirements gathering and elicitation/translate what business wants into IT requirements and design specifications i. Business analyst shall be able to create trust between Business and IT j. Business analyst shall assist in identifying and implementing various software solutions k. Business analyst shall provide application support for business users l. Business analyst shall have ability to write functional design specification m. Business analyst shall have experience supporting data cleanup, data conversion and reconciliation activities n. Business analyst shall be able to review design specification developed by other analysts and provide feedback on design o. Business analyst shall be able to write white papers and solution recommendations as needed p. Business analyst shall be able to support testing and training activities <p>Responsibilities:</p> <ul style="list-style-type: none"> a. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. b. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. c. Provides consultation on complex projects and is the top-level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.
Qualifications	<p>Required/Desired Skills:</p> <ul style="list-style-type: none"> a. 16+ years of Business Analyst experience (Required) b. 16+ years of Software Development Lifecycle (SDLC) experience (Required) c. 16+ years of MS Office/PowerPoint Experience d. 5 years hands-on experience implementing Hyperion Financial Management (HFRM) Suite in Public Sector (Required) e. 5 years hands-on experience in developing and documenting operational processes, functions and procedures involving Hyperion (Required) f. 5 years hands-on experience leading end-to-end implementation of new requirements, process changes and improvements requested by Stakeholders/business (Required) g. 5 years of experience providing go-live, continuous improvement and business support and proactive engagement with planning functions to facilitate business requirements (Required) h. 5 years of hands-on experience in application configuration, governance and strategy as well as the implementation of business change requests (Required) i. 5 years of experience in the design and development of a SmartView

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	template framework (Required) j. 5 years of experience with Public Sector budgeting (Required)
Education:	a. Bachelor's Degree in IT or related field or equivalent experience (20 years) or b. A current Project Management Professional (PMP) certification

CLIN	B005
Title	Business System Project Manager (Bus Sys – PM)
Duties and Responsibilities	<p>The Business System Project Manager supports the modernization efforts of the Financial and Reporting systems within the District. This position would be responsible for managing OCFO's IT Programs, Projects and leading business analyst team. This is position shall be utilized to support the overall modernization efforts of the OCFO's financial, budgeting and grants systems and other Business/IT projects. This contract will be a requirement-based contract performing assigned duties by the Chief Information Officer (CIO).</p> <p>Duties:</p> <ol style="list-style-type: none"> Manage Projects as assigned Manage Business Analyst team Manage Organization Change Management Effort Guide the business analyst team on Oracle Financial, Procurement and Project modules implementation. <p>Responsibilities:</p> <ol style="list-style-type: none"> Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. Provides consultation on complex projects and is considered to be the top-level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment
Qualifications	<ol style="list-style-type: none"> Extensive experience managing large programs and projects implementing Oracle Financials, Procurement and Project modules in Public Sector Extensive experience in leading business analyst team Hands-on experience implementing Oracle Financial modules Prior ERP consulting experience Prior experience managing Organization Change Management Effort
Education:	<ol style="list-style-type: none"> Bachelor's degree in information technology or related field, or The equivalent combination of education and successful work experience
Technical Skills:	<ol style="list-style-type: none"> 16+ years of BA experience 16+ years of Software Development Lifecycle experience 16+ years of requirements gathering and documentation experience 16+ years of MS Office/PowerPoint experience 10+ years of experience: Program Manager/Director/Project Manager on

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	multiple large Oracle eBusiness Programs for large public sector entities 16+ years of Information Technology Experience 5. 16+ years of experience implementing Oracle eBusiness for public sector entity 6. 5 years of Hands-on experience implementing Oracle eBusiness Suite as business analyst 7. 10 years Leading Business Analyst Team 8. 16 years of experience with Oracle eBusiness Release 11.X/12.X 9. 3 years of experience with managing organizational Change Management
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CLIN	B006
Title	Change Management Specialist (CMS)
Duties and Responsibilities	<p>The Contract shall provide a Change Management Specialist as defined as follows: The Contractor shall apply a rigorous and structured OCM model (such as ADKAR) that meets industry standards and leverages best practices to lead the deployment and execution of various change management activities</p> <p>Duties:</p> <ul style="list-style-type: none"> a) Assessing an organization’s readiness for change b) Tailoring communication strategically to get the right messages to the right people in a way that will be received as well as possible c) Building buy-in across the entire organization d) Leveraging digital adoption tools to speed up the transition process and contextualize a transformation for the internal team e) Assessing and prioritizing feedback from those affected by the change <p>Responsibilities:</p> <ul style="list-style-type: none"> a. Assisting OCFO in the development of a change management roadmap related to the implementation of the new systems and working with Senior Management to ensure its execution. b. Review the organizational structure and recommend changes that would increase efficiencies and effectiveness based on the implementation of a new system. c. Working collaboratively with internal Communications Unit to plan, develop and execute a tailored communication strategy focused on internal and external change management initiatives. d. Develop, lead and execute Change Management Training efforts for up to ~250 District employees e. Create a performance management framework that will identify key metrics that can be used to measure the success of the change management efforts post system deployment. f. Full stakeholder analysis: Identification of stakeholders and sponsors. Development of the sponsorship model (including assessing sponsor competencies and ensuring readiness on the part of the sponsors) g. Assist with the identification and team building of internal change “champions”. Prepare the change management team – including assessing competencies, setting expectations, assigning deliverables and preparing the

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	<p>workforce.</p> <ul style="list-style-type: none"> h. Develop change management plans, including a communications plan that depicts communication channels, key messaging, and how and when the channels will be leveraged. i. Develop plan for anchoring and embedding new processes and procedures within each impacted stakeholder groups. j. Develop and provide training to stakeholders on new systems, processes, procedures and roles. k. Leverage change champions and build capability of the team to lead, manage and facilitate the change management efforts. l. Collect and analyze feedback on process, roles and efficiency. m. Diagnose gaps, provide a plan for addressing those gaps. n. Implement corrective actions o. Develop metrics and provide reports that illuminate change management effectiveness. p. Overseeing and leading any change management projects, including the researching, implementation and assessment from start to finish q. Creating and conducting the coaching and training sessions, including e-learning for various audiences, including customer management and leadership. r. Understanding the objectives and being able to project these in the classes s. Ensuring project goals are met and executed by working with numerous internal resources t. Mentoring and supporting junior team members and assigning tasks where relevant u. Long term relationship building with both clients and colleagues v. Ability to acknowledge and address any client issues and resolve these with the intent of exceeding client expectation w. Helping with and leading on any colleague engagement programs to do with internal change management x. Identifying suitable communication strategies and building on these, reviewing the plans and delivering reports to the executives
Qualifications	<p>Skills:</p> <ul style="list-style-type: none"> a) Change management experience, including communications, engagement and behavioral and cultural change b) Organizing and overseeing change programs and plans c) Constructing cases which initiate change, understanding and projecting specific benefits to come from these changes d) Advising on stakeholder engagement and change program accomplishments as well as determining long term changes to the business e) Establishing change within an organization concentrating on employee development and behavioral and culture change through training f) Understanding the financial industry and other sectors within the business that impact on the organization's change programs
Education:	<ul style="list-style-type: none"> a. Bachelor's degree in IT or related field or equivalent experience

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	<ul style="list-style-type: none"> b. An Industry Certification such as CCMP (Required) c. PMP certification (Required) <p>Minimum of Five (5) years of experience in the field as Change Management expert</p>
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CLIN	B007
Title	Disaster Recovery Specialist
Duties and Responsibilities	<p>Strategy & Planning</p> <ol style="list-style-type: none"> 1. Conduct risk assessments and business impact analyses to identify vulnerable areas within the company's critical functions. 2. Recommend and implement disaster avoidance strategies and impact reduction strategies. 3. Confer with IT department and other key personnel to determine if changes in hardware or software configurations affect disaster recovery plan outcomes. 4. Direct and coordinate staff efforts to formulate department-specific disaster recovery plans. 5. Conduct research on emerging products, services, protocols, and standards in support of contingency planning and development efforts. <p>Requisition & Deployment</p> <ol style="list-style-type: none"> 6. Interact and negotiate with vendors, outsourcers, and contractors to obtain protection services and products. 7. Download and test new disaster recovery software and/or technologies. 8. Recommend, and where necessary, schedule and perform security improvements, upgrades, and/or purchases. <p>Operational Management</p> <ol style="list-style-type: none"> 9. Develop and establish disaster recovery procedures for the restoration of mission-critical business applications in the event of natural disasters, technical failures, power outages, and human interference. 10. Manage and coordinate all aspects of actual recovery plan implementation and efforts, including initial emergency response, recovery procedures, and business resumption processes. 11. Develop, implement, maintain, and oversee enforcement of policies, procedures and associated plans for disaster recovery administration and business continuity based on industry-standard best practices. 12. Inform and train staff members on their responsibilities concerning business continuity procedures and emergency response. 13. Ensure that company equipment, systems, services, and facility are compliant with disaster recovery plans and procedures. 14. Ensure the preservation of vital information, data, or media through diligent maintenance of hard copies and backup equipment. 15. Continually conduct simulations and test runs of system disruptions in order to revise and perfect plans. 16. Assess need for any security reconfigurations (minor or significant) and

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	<p>execute them if required.</p> <p>17. Where appropriate, recommend, schedule, and apply fixes, security patches, and any other measures required in the event of business disruption.</p> <p>18. Investigate and select locations for off-site storage of data and backups.</p> <p>19. Keep current with emerging security alerts and issues.</p> <p>20. Manage and/or provide guidance to junior members of the team</p>
Education:	<ol style="list-style-type: none"> 1. Bachelor's or Master's Degree in Information Technology or Computer Science 2. The equivalent combination of education and successful work experience (10 years) and 3. DR/BCP Certification in specialized areas is a Must
Qualifications:	<ol style="list-style-type: none"> 1. Broad hands-on knowledge of disaster recovery planning and other industry-standard techniques and practices. 2. In-depth knowledge of all types of disasters, natural or otherwise, and their effect on company technologies. 3. Working technical knowledge of current systems software, hardware, protocols, and standards 4. Strong knowledge of network administration/protocols, 5. Solid project management skills. 6. Knowledge of and experience with property and casualty insurance. 7. Knowledge of applicable practices and laws relating to data privacy and protection. 8. Minimum (3) years of experience in design and maintenance of public/Gov cloud solutions with a focus on Microsoft Azure (Gov preferred) IaaS, PaaS service like Database services, Kubernetes etc. 9. Excellent technical architecture skills, enabling the creation of future-proof, complex global solutions and Strong Experience across Applications Migration (On-Perm VMware) to Azure (Gov Cloud Preferred). 10. Minimum (3) years of experience providing IT administration and/or engineering services managing Windows and Linux Servers and Services. 11. Knowledge of network technologies as they relate to AWS. 12. Knowledge of security policies, network security, data security and security event management to adopt cloud security services. 13. Intuition and keen instincts to pre-empt attacks. 14. Excellent written communication skills. 15. Excellent listening skills. 16. Strong interpersonal and oral communication skills. 17. High level of analytical and problem-solving abilities. 18. Ability to conduct research into recovery and security issues and products as required. 19. Strong understanding of the organization's goals and objectives. 20. Highly self-motivated and directed. 21. Strong organizational skills.

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	<p>22. Excellent attention to detail.</p> <p>23. Ability to effectively prioritize and execute tasks in a high-pressure environment.</p> <p>24. Experience working in a team-oriented, collaborative environment</p>
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CLIN	B008
Title	Management Analyst (Mgmt. Analyst)
Duties and Responsibilities	<p>This position is responsible for utilizing data management systems to research and manage sensitive and confidential financial data.</p> <ol style="list-style-type: none"> 1. Analyze financial records and reconciling financial data utilizing Microsoft Excel. 2. Analyze data gathered and developing solutions or alternative methods of proceeding. 3. Track various projects utilizing Microsoft Excel 4. Provide support on issues relating to a wide range of administrative, office management and program related matters that impact the organizational workforce, office documentation, and financial record keeping. 5. Assist with the preparation of final reports to include editing for errors, preparing appropriate charts, graphs and computer-based presentations. 6. Perform a variety of highly complex administrative and office analytical functions to identify inefficiencies, streamline processes, eliminate redundancies. 7. Examine financial and other data, including revenue, expenditure, and employment reports. 8. Create solutions or alternative practices. 9. Assist in managing records management program for filing, protection and retrieval of records and assure compliance with program. 10. Perform other duties as assigned
Education:	Bachelor's degree from an accredited college or university
Qualifications:	<ol style="list-style-type: none"> 1. At least 12 months of cumulative experience in a role of similar scope and responsibility 2. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) 3. Strong organizational and multitasking abilities. 4. Strong analytical and problem-solving skills 5. Attention to detail and accuracy in handling sensitive information. 6. Ability to work independently with minimal supervision

CLIN	B009
Title	Marketing Advisor
Duties and Responsibilities	<ol style="list-style-type: none"> a) Oversee the creation, development and implementation and marketing of the DC Office of Lottery and Gaming's (OLG's) gaming product portfolio from conceptualization to actual deployment of new games and product

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	<p>enhancements.</p> <ul style="list-style-type: none"> b) Develop working papers, revenue projections, and contractual obligations to vendors and coordinates and monitors vendor contracts related to OLG gaming products, including instant ticket printing, terminal-based games, e-instant games and sports wagering. c) Direct and oversee the marketing, advertising, research, and promotions and events for the OLG. d) Serve as the project manager on all annual OLG promotions and new product launches. e) Provide guidance to staff on the enhancement of current and future promotions and coordinate with other managers on the launching of new products and the available data to include projected revenue and sales data. f) Develop the annual OLG product plans. g) Direct and manage game development and performance tracking for new instant ticket games (approximately 45-50 per year). h) Analyze instant games sales, inventories, and schedules to determine order quantities, games to be ordered and/or games to be removed. i) Direct and manage game development and performance tracking for new e-instant or iLottery games (approximately 24-30 per year). j) Analyze e-instant and iLottery games sales, registrations, promotions and schedules to determine games to be launched and/or games to be removed. k) Develop and negotiate licensed property products including terms of the deal, license fee, partner deliverables and marketing components. l) Work with the Office of the Chief Financial Officer (OCFO) Office of General Counsel (OGC) and OCFO Office of Contracts to finalize licensed property and other lottery product contracts with third party licensors and vendors. m) Plan, develop, and analyze the marketing plan for DC Lottery and GambetDC. n) Direct all advertising and marketing campaigns from inception to production. o) Oversee the development of materials such as brochures, newsletters, fliers, and point-of-sale promotional and merchandising material from design and copy to production and distribution. p) With the oversight from the OLG Director of Marketing or the OLG Executive Director, develop and maintain external communications for OLG including social media and all digital communication channels. q) Manage the aspects of vendor contracting, procurement and administration including with advertising agencies, product promotions, media buys, promotional events, and related agreements. r) Responsible for leading the annual strategic planning session, communicates the Annual Product and Promotion Plan to OLG staff and key vendors. s) Provide guidance in teambuilding, promoting collaboration among staff to
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	<p>meet the mission and goals of the OLG Marketing Division.</p> <ul style="list-style-type: none"> t) Develop and maintain a proactive product and advertising strategy, coordinates marketing objectives with community initiatives, and shows a strong ability to implement winner awareness and product promotion campaigns. u) Create, implement and update OLG's strategic marketing plan and integrate all elements of the annual product plan across the entire portfolio of gaming products. v) Report on market factors, influences, and the efficacy of programmatic attempts to penetrate identified vertical markets, attract a wider customer base, and influence the sale of OLG products at agent locations and online through digital ecommerce channels. w) Oversee the development of the instant ticket game including game schedule, play action, prize structure, artwork, completion and analysis of working papers, and press approval for each instant game. x) Plan, organize and lead OLG promotions. y) Work with staff to develop promotional request forms to ensure new promotions are fully tested and functional on the gaming system. z) Meet regularly with all stakeholders to ensure successful roll-out of new OLG products and promotions. aa) Develop policies and procedures for OLG product promotions and sponsorships and ensure promotional and product activities are in compliance with OLG rules, policies and procedures. bb) Monitor and evaluate promotional campaigns and sponsored events, maintain records, and prepare reports. cc) Liaison with internal staff and OLG advertising vendors on all aspects of product promotions. dd) Provide comprehensive product and promotional marketing direction to the Sales Team as well as other key stakeholders. ee) Work with the Director of Sales and the Sales Team with analyzing the effectiveness and success of products and promotions and to ensure the successful roll-out of all new products and promotions and in-store creative assets and also in the development of innovative retail strategies to ensure more effective positioning and distribution of lottery products and promotions. ff) Review and analyze marketing data, market opportunities, and revenue activities and trends, and use data to identify new opportunities for sales. gg) Develop and implement the direction of terminal-based games including promotions, new concepts and player research. hh) Conduct ongoing competitive analysis program to monitor industry trends as it relates to successful product and promotion development.
Education:	Bachelor's degree from an accredited college/universi
Qualifications:	<p>Minimum of 7-years' experience in marketing/advertising consumer products.</p> <p>Experience relevant to the duties and responsibilities.</p>

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CLIN	B010
Title	Oracle Business System Analyst – CPA (Ora BSA)
Duties and Responsibilities	<p>The business system analyst is responsible for solving business problems, business architecture, process optimization, business rules, business cases, business requirements, organizational change (communications), and UAT. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements.</p> <p>Duties:</p> <ul style="list-style-type: none"> a. The role of Business System Analysis – Oracle Financials is to understand and document current business procedures and identify areas for improvement. b. This person will provide hands on business process requirements analysis in support of Oracle E-Business Suite and related application. In collaboration with internal departments and external resources, plans, designs and implements financial systems solutions. A thorough understanding of the current state of the organization is necessary prior to recommending changes related to implementing a new business solution. c. Under general supervision, formulate and define system scope and objectives through research; as well as, demonstrate expertise within the Oracle Financials business suite. Specific expertise required within the following modules: General Ledger, Accounts Payable, Cash Management, Internet Procurement, Fixed Assets, Cost Management, Application Desktop Integrator (ADI), and Projects. d. The business systems analyst is responsible for the knowledge transfer of business requirements to the application/database developers and project managers. e. The business analyst shall be able to make cogent arguments recommending a course of action f. The Business analyst needs to scour through enormous amounts of information in the business area that they support to find the salient points. g. New business patterns happen all the time and detecting them can provide a significant advantage. Business analyst shall be able to identify and address the change in business process h. Business analyst shall understand the variety of standard ideas and methods for requirements gathering and elicitation Translate what business wants into IT requirement and design specifications i. Business analyst shall be able to create trust between Business and IT j. Business analyst shall assist in identifying and implementing various software solutions k. Business analyst shall provide application support for business users l. Business analyst shall have ability to write conversion, interface and extension functional design specification m. Business analyst shall have experience supporting data cleanup, data conversion and reconciliation activities n. Business analyst shall have experience supporting month end and year end activities including reconciliation o. Business analyst shall be able to review design specification developed by other analysts and provide feedback on design p. Business analyst shall be able to write white papers and solution recommendations as needed q. Business analyst shall be able to support testing and training activities

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	<p>r. Business analyst should have experience configuring Oracle financial modules and shall assist system integrator and project team in system configuration</p> <p>Responsibilities:</p> <p>a. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements.</p> <p>b. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications.</p> <p>c. Provides consultation on complex projects and is considered to be the top-level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.</p>
Education:	<ol style="list-style-type: none"> 1. Bachelor's Degree in Information Technology or related field, or 2. The equivalent combination of education and successful work experience (20 years) and 3. CPA Certification (Required)
Qualifications:	<ol style="list-style-type: none"> 1. 16+ years of Business Analyst experience (Required) 2. 16+ Years of Software Development Lifecycle experience (Required) 3. 16+ years of requirements gathering and documentation experience (Required) 4. 16+ years of MS Office/PowerPoint experience (Required) 5. 16 years of Oracle Financials Suite experience 6. 16 years of experience working as an Oracle Functional Subject Matter Expert/SME (Required) 7. 5 years of practical application ability with MS Visio 8. 10 years of experience with month-end and year-end closing and reconciliation in Oracle Public Sector Financials (Required) 9. 10 years of experience with data conversion and reconciliation in Oracle 10. 10 years of experience providing production support for Oracle Financial modules in Oracle Public Sector Financials (Required) 11. 5 years of detailed analytic experience (Required)

CLIN	B011
Title	Oracle Business Systems Analyst – Senior (Ora BSA – Sr.)
Duties and Responsibilities	<p>This position will help lead the modernization of financial and reporting systems, focusing on optimizing Oracle ERP modules and their functionalities. This role involves collaborating with Subject Matter Experts (SMEs) and Systems Integrators to configure, standardize, and enhance Oracle ERP processes.</p> <ol style="list-style-type: none"> 1. Define and document system requirements based on user needs and business processes. 2. Develop or modify procedures to solve complex issues, considering system limitations and desired outcomes. 3. Consult on complex projects, contributing top-level expertise in systems analysis and technology application. 4. Analyze and recommend process improvements based on best practices and Oracle ERP capabilities.

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	<ol style="list-style-type: none"> 5. Oversee and support the implementation and configuration of Oracle ERP modules, ensuring alignment with organizational goals. 6. Provide support in requirements analysis, process review, configuration, development, documentation, and implementation. 7. Identify and document requirements, assist in gap analysis, and enhance processes for improved system efficiency. 8. Develop process designs, test plans, and training documentation, and perform testing activities.
Education:	Bachelor's Degree in IT or Computer Science (Master's degree preferred)
Qualifications:	<ol style="list-style-type: none"> 1. At least 7+ years of experience in implementing and enhancing Oracle ERP modules. 2. Proven ability to manage scope and changes for ERP system processes. 3. Extensive experience in Oracle Financials and ERP systems, with a focus on analysis, implementation, and configuration. 4. Strong analytical, problem-solving, communication, and technical skills. 5. Ability to work independently with minimal supervision.

CLIN	B012
Title	Oracle Business Systems Analyst – Master (Ora BSA – Master)
Duties and Responsibilities	<p>The Master Oracle BSA will help spearhead the strategic modernization and optimization of the district's Oracle ERP system. This role involves high-level collaboration with Subject Matter Experts (SMEs) and Systems Integrators to lead the configuration, standardization, and enhancement of Oracle ERP processes.</p> <ol style="list-style-type: none"> 1. Lead the definition and documentation of system requirements based on comprehensive user needs and complex business processes. 2. Develop or refine procedures to address intricate issues, considering system capacities, limitations, and desired outcomes. 3. Provide expert consultation on high-impact projects, offering advanced systems analysis and strategic technology application. 4. Analyze and recommend transformative process improvements leveraging Oracle ERP best practices and industry standards. 5. Direct and support the implementation, optimization, and configuration of Oracle ERP modules, ensuring strategic alignment with organizational objectives. 6. Oversee requirements analysis, process evaluation, system configuration, development, documentation, and implementation. 7. Identify, document, and address requirements and process gaps to drive system efficiency and performance enhancements. 8. Develop advanced process designs, comprehensive test plans, and training documentation; execute and oversee testing activities to ensure successful system deployment.
Education:	Bachelor's Degree in IT or Computer Science (Master's degree preferred)
Qualifications:	<ol style="list-style-type: none"> 1. 12+ years of experience in implementing, managing, and enhancing Oracle ERP modules, with a deep focus on complex financial and reporting systems. 2. Demonstrated expertise in managing scope, changes, and strategic improvements for ERP system processes.

POSITION DESCRIPTIONS

	<ol style="list-style-type: none"> 3. Extensive experience in Oracle Financials and ERP systems, with a proven track record in advanced analysis, configuration, and implementation. 4. Exceptional analytical, problem-solving, communication, and leadership skills. 5. Ability to work independently and lead initiatives with minimal supervision, demonstrating strategic thinking and executive-level problem-solving capabilities.
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CLIN	B013
Title	Oracle ERP OCM Training Specialist (OCMT used parentheses for specialty area e.g., RPA, B2B, etc.)
Duties and Responsibilities	<p>The Contractor shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Develop, enhance, and conduct training 2. Develop instructional material to teach District's end-user community the use of Oracle Cloud ERP 3. Develop Job Aids, Policies, and Procedures 4. Assessment, curriculum design, content development and delivery plan, and success metrics/KPIs 5. Create learning materials, data sets for sandboxes, and other relevant training resources 6. Partner with District's business and support team to maximize Oracle Cloud system adoption 7. Create and implement strategic communications and change management deliverables including but not limited to slide decks, roadmaps, social media account management, organizational design, workforce analytics and evaluation, and more 8. Train learners in the appropriate use of financial tasks in Oracle Cloud enterprise systems 9. Oversee and develop all aspects of the training life cycle: develop and implement a training strategy, needs assessment, curriculum design, content development and delivery plan and success metrics/KPIs
Education:	Bachelor's degree in CompSci, Business, Finance or related field
Qualifications:	<ol style="list-style-type: none"> 1. 12+ years of professional work experience related to instructional design and Oracle ERP Cloud or EBS products 2. 4+ years of experience conducting training 3. 2 years of experience training end users in Oracle Cloud Financial Solution 4. Experience related to instructional design, preferably on a corporate-level or large-scale systems implementation projects 5. Experience supporting and training Public Sector clients

CLIN	B014
Title	Oracle ERP Cloud Report Developer (Ora ERP Cloud Rpt. Dev)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Architect, design, deploy, and manage Azure Gov IaaS, SaaS & PaaS services, and solutions. 2. Hands on role to implement and maintain Azure Gov Cloud tenant, including workloads migration (VMware) from on-perm to cloud.

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	<ol style="list-style-type: none"> 3. Manage overarching product/platform architectures and ensure design and development of all projects follow the architectural vision. 4. Conduct analysis, design and implementation of infrastructure and cloud data center solutions including computing, networking, routing, and security. 5. Design and support solutions in cloud and virtualized computing environments with and understanding of hybrid cloud architectures. 6. Successfully communicate, evangelize, and implement the architectural vision across teams. 7. Provide technical leadership and work with team direction on projects with a high level of complexity. 8. Create a well-informed cloud strategy and manage the adaptation process. 9. Provide cost management of Azure Gov services and implementation of a tagging strategy for Cloud Resources and Assets with an associated taxonomy in support of cost rebilling, reporting, and compliance. 10. Proficient in core Microsoft technologies including Windows, Windows server administration, Active Directory, Identity and Access Management, DNS, SQL 11. Design, build, upgrade, and decommission various Windows and Linux systems, features, and services including but not limited to: <ol style="list-style-type: none"> a. Active Directory (Azure AD) b. Azure Storage (Blob, Files, Disks) c. App Services d. BCDR (Azure Backup, Azure Site Recovery, Recovery Vaults) e. Networking (vNets, Subnets, Express Route) f. Virtual Machines 12. Provide liaise effectively with 3rd party suppliers and support providers to ensure issues and solutions are provided within expected service levels. 13. Create supporting documentation for various audiences with the ability to multi-task and be creative and innovative in a dynamic, fast paced team environment. 14. Knowledge of RESTful API, Web Services, XML, JSON.
Education:	<ol style="list-style-type: none"> 11. Bachelor's or Master's Degree in Information Technology or Computer Science 12. The equivalent combination of education and successful work experience (10 years) and 13. Microsoft AZURE Certification in specialized areas is Preferred
Qualifications:	<p>Experience:</p> <ol style="list-style-type: none"> 6. Minimum (3) years of experience in design and maintenance of public/Gov cloud solutions with a focus on Microsoft Azure (Gov preferred) IaaS, PaaS service like Database services, Kubernetes etc. 7. Understand the terminologies and how to navigate IP subnetting, Network Security Group, routing, Azure Firewall, load balancing, DNS, and other networking concepts and protocols,

POSITION DESCRIPTIONS

	<ol style="list-style-type: none"> 8. Excellent technical architecture skills, enabling the creation of future-proof, complex global solutions, and Strong Experience across Applications Migration (On-Perm VMware) to Azure (Gov Cloud Preferred). 9. Minimum (3) years of experience providing IT administration and/or engineering services managing Windows and Linux Servers and Services. 10. Expert knowledge of Azure CLI PowerShell, ARM Templates, Azure Networking, Azure Virtual Networks, and Site-to-Site-VPN. 11. Intermediate knowledge of Azure DevOps configuration and Management, Azure Security Center, and Azure Identity Management, including Azure AD, Azure AD B2C, SSO. 12. Experience with cloud monitoring including Azure Log Analytics, Azure Monitor, and Application insights. 13. Experience implementing DevOPS practices including Infrastructure-As-Code (IAC), Continuous Integration / Continuous Deployment (CI / CD), and automated testing. 14. Knowledge of network technologies as they relate to AWS. 15. Knowledge of security policies, network security, data security and security event management to adopt cloud security services 16. Experience in Terraform and/or Ansible and/or Azure Gov cloud / AWS CloudFormation IaC tools. 17. Script Experience - PowerShell, Python, Bash, or similar. Pyspark experience preferred. 18. Experience with relational databases such as MS SQL <p>Technical Skills:</p> <ol style="list-style-type: none"> 1. Ability to exercise independent judgment and take action on it. 2. Excellent analytical and creative problem-solving skills. 3. Excellent listening, interpersonal, written, and oral communication skills. 4. Logical and efficient, with keen attention to detail. 5. Highly self-motivated and directed. 6. Ability to effectively prioritize and execute tasks while under pressure. 7. Strong customer service orientation. 8. Experience working in a team-oriented, collaborative environment.
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CLIN	B015
Title	Oracle ERP Cloud Report Specialist (Ora ERP Cloud Rpt. Spec)

POSITION DESCRIPTIONS

Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Design, develop, maintain, and deliver critical dashboards scheduled and ad hoc reports and queries that meet the business needs of stakeholders and support all areas of Oracle ERP, Procurement and Project/Grants Cloud 2. Responsible for designing, developing, and supporting various reports and data extracts. 3. Support the day-to-day operations, including help desk issues and end-user support. 4. Develop custom reports using OTBI/Business Intelligence Publisher (BIP) 5. Develop, unit test, performance tuning and implementation of Custom Reports 6. Deploy and Schedule reports using ESS 7. Collaborate with the workstream leads to create reporting specs that accurately document required functionality 8. Create BIP reports where requirements cannot be met through out-of-the-box reports and Oracle Transactional Business Intelligence (OTBI) 9. Create end-user training documentation, ensuring that the functionality of the report is fully understood 10. Support unit testing and user acceptance test for Oracle ERP, Procurement and Project/Grants Cloud reporting 11. Support quarterly upgrades to Oracle cloud by assessing its impact on report.
Education:	<ol style="list-style-type: none"> 1. Bachelor's Degree in Computer Science or related field or 6+ years of experience in the Software field 2. At least 6+ years of experience designing, developing, and testing of software applications
Qualifications:	<p>Experience:</p> <ol style="list-style-type: none"> 1. Bachelor's Degree in Computer Science or related field or 6+ years of experience in the Software field 2. At least 6+ years of experience designing, developing, and testing of software applications

CLIN	B016
Title	Business Subject Matter Expert – Senior (BSME Sr. – use parentheses for specialty area e.g., RPA, B2B, etc.)
Duties and Responsibilities	<p>Highly experienced and knowledgeable Business Subject Matter Expert to provide expert guidance and insights into various aspects of business operations, strategy, and industry trends. This role requires a deep understanding of business principles, coupled with the ability to effectively communicate complex concepts to stakeholders at all levels.</p> <ol style="list-style-type: none"> 1. Serve as the primary point of contact for all business-related inquiries and

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	<p>discussions.</p> <ol style="list-style-type: none"> 2. Provide expert guidance and advice on business strategy, operations, and processes. 3. Conduct in-depth analysis of industry trends, market dynamics, and competitor activities. 4. Collaborate with cross-functional teams to develop and implement business solutions. 5. Lead and facilitate workshops, meetings, and presentations to communicate key insights and recommendations. 6. Stay abreast of emerging technologies and innovations that may impact the business landscape.
Education:	Bachelor's Degree in Business Administration, Economics or a related field; The equivalent combination of education and successful work experience
Qualifications:	<ol style="list-style-type: none"> 1. Proven experience as a Business SME or similar role, with a minimum of 10 years in a senior leadership position 2. Extensive knowledge of business principles, including finance, marketing, operations, and strategic planning. 3. Experience providing consulting services to governmental entities related to specific technologies or field of specialization. 4. Strong analytical skills with the ability to interpret data and draw actionable insights. 5. Excellent communication and interpersonal skills, with the ability to interact effectively with stakeholders at all levels. 6. Demonstrated leadership abilities, with a track record of successfully driving business initiatives and projects. 7. Proven ability to work independently and collaboratively in a fast-paced, dynamic environment. 8. Relevant certifications (e.g., Six Sigma, Project Management) are preferred.

CLIN	B017
Title	Business Subject Matter Expert – Master BSME Mas (Uma Parentheses for specialty area e.g., RPA, B2B, etc.)
Duties and Responsibilities	<p>The highly experienced Business Subject Matter Expert will provide expert guidance and insights into various aspects of business operations, strategy, and industry trends. This role requires a deep understanding of business principles, coupled with the ability to effectively communicate complex concepts to stakeholders at all levels.</p> <ol style="list-style-type: none"> 1. Serve as the primary point of contact for all business-related inquiries and discussions. 2. Provide expert guidance and advice on business strategy, operations, and processes. 3. Conduct in-depth analysis of industry trends, market dynamics, and competitor activities.

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	<ol style="list-style-type: none"> 4. Collaborate with cross-functional teams to develop and implement business solutions. 5. Lead and facilitate workshops, meetings, and presentations to communicate key insights and recommendations. 6. Stay abreast of emerging technologies and innovations that may impact the business landscape.
Education:	Master's degree in Business Administration, Economics or a related field; The equivalent combination of education and successful work experience
Qualifications:	<ol style="list-style-type: none"> 1. Proven experience as a Business SME or similar role, with a minimum of 15 years in a senior leadership position 2. Extensive knowledge of business principles, including finance, marketing, operations, and strategic planning. 3. Vast experience providing consulting services to governmental entities related to specific technologies or field of specialization. 4. Strong analytical skills with the ability to interpret data and draw actionable insights. 5. Excellent communication and interpersonal skills, with the ability to interact effectively with stakeholders at all levels. 6. Demonstrated leadership abilities, with a track record of successfully driving business initiatives and projects. 7. Proven ability to work independently and collaboratively in a fast-paced, dynamic environment. 8. Relevant certifications (e.g., Six Sigma, Project Management) are preferred.

F - Financial Job Family

CLIN	F001
Title	Accountant
Duties and Responsibilities	<p>The Accountant is responsible for evaluating and improving financial systems, preparing and interpreting financial reports, and ensuring compliance with accounting standards and regulations. The role involves advising management, researching accounting issues, and assisting with audits and year-end procedures.</p> <ol style="list-style-type: none"> 1. Evaluate and enhance accounting systems, recommend modifications, and assist with testing system changes. 2. Prepare and analyze financial reports, provide consulting on financial matters, and advise management on account statuses and improvements. 3. Research accounting issues, update on new standards, and contribute to the development of accounting policies and procedures. 4. Prepare and reconcile financial transactions, perform account reconciliations, and maintain documentation for audits. 5. Ensure transactions comply with policies and regulations, reconcile general ledger accounts, and prepare required accounting reports. 6. Support year-end closeout by ensuring accurate accruals and adjustments. 7. Assist with complex financial studies to support management decision-making.

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	<ol style="list-style-type: none"> 8. Prepare work papers and financial reports for audits and provide necessary documentation. 9. Identify accounting issues, recommend improvements to internal controls, and ensure fund security and reliability. 10. Consult on complex issues, attend meetings with relevant agencies, and discuss financial matters related to federal reimbursements and audits.
Education:	Bachelor's degree in Accounting or Finance
Qualifications:	<ol style="list-style-type: none"> 1. 3+ years of demonstrated accounting experience 2. In-depth knowledge of accounting principles and practices, including federal, state, and local regulations, Generally Accepted Accounting Principles (GAAP), and Federal Accounting Standards Board (FASB) standards. 3. Proficiency in financial reporting requirements, especially concerning federal grants. 4. Experience with detailed accounting and financial recording techniques to ensure accurate financial descriptions of expenditures. 5. Expertise in financial management systems and software, including Microsoft Excel and Access, with the ability to design, improve, and generate reports. 6. Proven ability to prepare, analyze, and interpret financial reports and statements. 7. Experience in designing, modifying, and implementing accounting methods and procedures to enhance reliability and efficiency. 8. Skill in identifying and correcting discrepancies in accounting records. 9. Demonstrated experience in maintain audit trail documentation.

CLIN	F002
Title	Accounting Financial Manager (Acct. Fin. Mgr.)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Assist District staff in carrying out the overall financial plans. 2. Manage the close process by ensuring accounting events are properly recorded in accordance with GAAP and that all entries are reviewed and accurate prior to release by the Accounting Manager in accordance with District Policy. 3. Assist with the annual financial audit and other audits by reviewing, providing and/or producing schedules and reconciliations deemed necessary to secure a clean opinion. 4. Prepare and update policies and procedures for accounting processes; evaluate and improve the effectiveness of internal accounting controls; identify areas of risk; ensure compliance with policies and procedures and accounting standards. 5. Participate as a change agent for the new accounting system.
Education:	Bachelor's Degree in Business Administration, Accounting or Finance CPA or MBA preferred, but not required based on work experience.

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Qualifications:	<ol style="list-style-type: none"> 1. Five (5) years financial and accounting work experience. 2. Expert knowledge of accounting in the areas of Cash, Accounts Receivable. 3. Working knowledge in the areas of Grants, Bonds, Retirement Plans and Unclaimed Property. 4. Expert knowledge of generally accepted accounting principles (GAAP). 5. Demonstrated experience in the use of project management skills. 6. Strong analytical skills. 7. Strong strategic thinking and problem-solving skills. 8. Excellent written and verbal communications skills. 9. Strong leadership skills. 10. Advanced proficiency in MS Teams, MS Outlook, MS Office (Word, Excel, PowerPoint). 11. Proficiency with Accounting/General Ledger Systems.
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CLIN	F003
Title	Auction Analyst
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Unclaimed Property Unit:</p> <ol style="list-style-type: none"> a. Communicate and correspond to holders regarding questions or guidance on Preliminary Safekeeping reports. Review initial reports from Banks to determine acceptable items and schedule the shipment of contents to be delivered. b. Monitor the safe deposit box functions to include, the delivery of property, certification of inventory, and the appraisal function. Assist with inventory control and maintenance of abandoned property turned over to the Unclaimed Property unit. Coordinate the sale of safe deposit box contents activity with the eBay auctioneer. c. Inventory all items received from banks. Verify the information of the inventory from the holder to the KAPS system immediately. d. Select items for the appraisal. Schedule pre-bid appraisal conference of potential eBay items quarterly. Assist with the appraisal. e. Review appraiser descriptions to ensure wording is accurate and matches the item to be auctioned on eBay. Verify the information of the appraisal to the KAPS system immediately. f. Upload and monitor eBay processes. Maintain the required minimum of eBay auction items in the draft. Verify and proof drafted item descriptions and photos. Maintain active listing of the auction. g. Assist the manager and supervisor with the implementation and development of new applications, modifications to current programs, enhancements, and conversions of the Unclaimed Property safekeeping system, including the user testing and validation processes. Identify issues and suggest corrective measures for improvements.

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Qualifications	<ul style="list-style-type: none"> a. Extremely organized and able to maintain a high quality of work b. Thorough knowledge and understanding of Microsoft products such as Excel, Word, etc
Education:	High School Diploma or GED

CLIN	F004
Title	Budget Analyst
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Budget Formulation and Presentation Tracks and monitors the execution of and reporting on assigned budgets. Validates the accuracy of budget requests, in conjunction with program needs. Independently, or in conjunction with other staff members, performs special analyses of specific budgetary programs and projects. Provides recommendations to the appropriate deciding official. Coordinates with program managers and other financial personnel to gain information sufficient to provide sustainable justifications for requests. Provides accurate budget projections; compares projections to year-end actions. 2. Budget Execution Collaborates with department and agency post-budget formulation to ensure that the budgets of assigned program operations are expended in a manner that achieves assigned program goals and meets the criteria established by the senior budget personnel. Provides first-level support and oversight on complex execution related matters within the assigned agency. Provides continuous oversight of the program's expenditure of approved funds. Prepares other budgetary- related documents – including tables, reports, letters, and memoranda. Creates monthly status reports, identifies reprogramming necessary to sustain compliance with established procedures, and manages spending plans for apportionment controls. 3. Budget Advisory Develops guidance and tools designed to increase the department's ability to make proper budgetary formulations, execution determinations, and planning decisions, in conjunction with the senior analyst. Assesses the impact of revised budget execution policy and timetables implemented by the Office of Budget and Planning (OBP) and senior budget personnel; provides data and guidance to program management concerning the status of funds and complex issues involving the budget process. Provides training and technical assistance to lower-graded analysts during unusual work assignments. 4. Performs other related duties as assigned.
Qualifications:	<ol style="list-style-type: none"> 1. Comprehensive knowledge of theory, policy, and regulatory restrictions concerning the budget and capital budget processes to provide sound budget estimates, projections, and submissions which are in compliance

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	<p>with regulatory requirements, guidelines, and financial objectives. Knowledge sufficient to identify and develop alternate funding methods and formulate budget estimates for programs in which objectives, work processes, staffing needs and funding requirements have changed to the extent that substantial reprogramming is required each fiscal year.</p> <ol style="list-style-type: none"> 2. Detailed knowledge sufficient to utilize independently budgetary techniques, policies, procedures, regulations and laws governing appropriated, Intra-District, Federal, and other revenues. In depth knowledge of linear programming, decision/regression theory, cost-benefit ratio analysis, critical path method to identify, analyze, and resolve minor budgetary actions and coordinate with higher-level analysts in the development of budgetary projections. 3. Understanding of the organization's planning/programming budget process and its use throughout the program and budget cycle to develop multiyear budget requests, plans and timetables for assigned programs; detailed knowledge of financial systems used by the District and the OCFO. 4. Comprehensive knowledge of financial and program management guidelines conforming to directives and policy statements disseminated by the CFO, OBP, the U.S. Department of Treasury and other agencies participating in programs with the organization. 5. Knowledge of the funding applications process (federal, non-federal, and contract) sufficient to review such applications and recommend revisions where necessary. 6. Comprehensive and detailed knowledge of SOAR. <p>Verbal skills sufficient to formulate written or oral presentations that communicate clearly their importance and significance.</p>
Education	High School Diploma

CLIN	F005
Title	Collections Representative (Collections Rep.)
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Meet and handle Central Collections Unit (CCU) customers who have delinquent debt owed to the District of Columbia (i.e. outstanding DMV tickets, or insurance lapse violations) professionally, communicate effectively, and work towards resolving any CCU case in a fair and effective manner keeping be best interest of the District in mind. 2. Fully understand and abide by all related CCU policies and procedures and apply them in a fair and equitable manner with the goal of resolving the matter at hand in a firm, yet fair manner. 3. Listen to customer's concerns and determine whether they qualify for payment arrangements based on CCU policies and procedures. 4. Use a variety of CCU forms for things such as installment payment plan agreements, settlements, collection information statements, lien filing, etc. 5. Be able to accurately interpret data from the DMV systems, analyze DMV printouts to determine the type of violation(s), eligibility to contest violations(s) based on DMV timeframes, and coordinate with the other Collections Representatives and/or CCU Collections Supervisor to resolve the customer account.

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	<ol style="list-style-type: none"> 6. Duties and responsibilities will apply to other types of delinquent debt owed to the District of Columbia. 7. Other duties as assigned
Qualifications	<ol style="list-style-type: none"> 1. Must have basic computer knowledge and the ability to learn through adequate training the functionality of the CCU automated system. 2. Must be a good writer and can accurately read/ interpret necessary forms, policies, and procedural guidance. 3. Must possess a general knowledge of basic mathematics, reading, writing, and present a professional image to the public on behalf of the CCU. 4. Must possess a basic knowledge of Microsoft Office Suite 5. Must have at least 3 years of collections experience
Education:	A high school diploma or GED is required.

CLIN	F006
Title	Economic Development Financial Manager (EcoDev. Fin. Mgr.)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. The evaluation of and recommendations pertaining to requests for economic development finance subsidies. 2. Be a technical expert in real estate cash flow analysis, economic development analysis, and methods and systems for evaluating economic development subsidy requests. 3. Be a lead reviewer of tax increment financing and tax abatement analysis requests, providing financial analysis and conveying proposed recommendations on the use of these tools verbally and in writing to team members and senior staff of OCFO, the Executive and Council. 4. Define and lead negotiation of business terms for public sector financial transactions with private sector counterparties. 5. As needed, attend and contribute to project team and unit meetings; provide process improvement recommendations and procedures updates for the EDF unit; prepare ad-hoc analyses and reports as needed; maintain filing and record-keeping; and 6. Perform other related duties as assigned.
Education:	<ol style="list-style-type: none"> 1. Bachelor's or Master's Degree in Information Technology or Computer Science 2. The equivalent combination of education and successful work experience (10 years) and 3. Microsoft AZURE Certification in specialized areas is Preferred
Qualifications:	<p>Experience:</p> <ol style="list-style-type: none"> 1. A minimum of ten (10) years real estate and finance work experience, preferably all or in part with one or more public sector entities. 2. Demonstrated technical and policy authority in the fields of real estate, economic development, and finance with an understanding of financial statements and accounting principles.

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	<ol style="list-style-type: none"> 3. Strong analytical skills in evaluating present and future financial conditions and providing recommendations; strong strategic thinking and problem-solving skill 4. Excellent written and verbal communications skills. 5. Demonstrated team leadership and project management skills. <p>Technical Skills:</p> <ol style="list-style-type: none"> 1. Mastery of real estate cash flow modeling and discounted cash flow analysis. 2. Advanced Proficiency in Excel and other Microsoft programs (Word, Teams, Outlook, PowerPoint, SharePoint, etc.) 3. Proficiency in reviewing and interpreting legal documents.
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CLIN	F007
Title	Financial Analyst
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Retirement Management Unit:</p> <ol style="list-style-type: none"> 1. Assist with the reconciliation of plan sponsor reports to District reports. Research and report money movements into and out of the plans and prepare documentation supporting these transactions 2. Serve as a liaison between OFT and DCHR/OPRS in the resolution of participant problems related to the plans. 3. Research 401(a) participant account history prior to 9/30/1999 involving payment claims and assist with the preparation of response letters to participants. 4. Assist with the preparation of the annual reports for the plans. 5. Scanning of record retention documents in OFT Kwik Tag System. 6. Update changes and edits to administrative manuals. 7. Assist with the preparation of amendments, changes and edits to administrative procedures manuals. 8. Assist OFT personnel in the research and resolution of issues identified during annual audits for plans. 9. Maintain excel spreadsheets documenting the receipt of contributions by plan sponsors with contribution memoranda and payroll transmittal sheets from the District. 10. Prepare monthly and quarterly reports that detail the assets and operations of the 401(a), 457(b) and 529 plans. 11. Prepare and execute the accounting for the weekly receipt and expenditure of the charter school funds. 12. Monitor the completion of tasks assigned during quarterly meetings with the plan sponsors. 13. Monitor plan sponsor changes to websites and determine that marketing messages are prepared, completed and sent to District personnel. 14. Review monthly vendor invoices, reconcile billed amounts and prepare payment memos. 15. Perform other related duties as assigned

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Qualifications	<ol style="list-style-type: none"> 1. Three (3) years of progressive experience performing the related duties and responsibilities such as: tracking the performance of defined contribution programs that consist of investment, retirement, saving and Other Post-Employment Benefits (OPEB) plans; 2. preparing and reconciling complex financial reports that detail the plans' assets; and researching and reporting money movements into and out of plans. Assisting in audits for retirement plans.
Education:	Bachelor's degree in Business from an accredited college or university.

CLIN	F008
Title	Financial Manager
Duties and Responsibilities	<p>This position will oversee financial planning, cash and investment management, and policy implementation. This role involves designing and executing financial strategies, managing treasury functions, and ensuring compliance with relevant laws and regulations. The Financial Manager will lead process improvements, develop comprehensive reports, and manage cash management systems and documentation.</p> <ol style="list-style-type: none"> 1. Collaborate with senior financial leadership to implement financial plans and strategies. 2. Act as an expert in treasury, financial planning, and accounting systems. 3. Lead and manage projects related to cash management, investment, and process improvements. 4. Review and enhance cash management processes, policies, and procedures. 5. Prepare detailed financial analyses and reports and maintain financial databases. 6. Oversee the transition of archiving and documentation to electronic systems. 7. Perform additional duties as assigned.
Education:	<ol style="list-style-type: none"> 1. Bachelor's Degree in Business or Finance or related field 2. MBA and/or professional certifications such as Certified Treasury Professional (CTP) or Financial Planning and Analysis Professional (FP&A) preferred.
Qualifications:	<ol style="list-style-type: none"> 1. Minimum of 5 years of experience in treasury or financial management. 2. Expertise in cash management, accounting principles, and financial forecasting. 3. Proficiency with Treasury Workstation systems and process improvement methodologies. 4. Strong analytical, strategic thinking, and problem-solving skills. 5. Excellent written and verbal communication abilities. 6. Proven leadership skills.

CLIN	F009
Title	Grants Business System Analyst (Grant BS Mgr.)
Duties and Responsibilities	<p>Business Analyst to support the modernization efforts of the Financial and Budget Systems within the District. 16+ years of experience. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements.</p> <p>Duties:</p>

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	<ol style="list-style-type: none"> a. Provide Subject Matter Expertise in Grants Management and Accounting b. Support implementation of OCFO's new Financial System The resource is required to have following experience: <ol style="list-style-type: none"> 1. Extensive experience with Capital and Operating grants accounting 2. Excellent understanding of Grants Management in a State and Local Environment 3. Experience with Federal Grants Program 4. Management experience with the use of at least one accounting system for a public sector entity <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. 2. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications 3. Provides consultation on complex projects and is considered to be the top-level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.
Qualifications	<ol style="list-style-type: none"> 1. 16+ years of Business Analyst experience (Required) 2. 16+ years of Software Development Lifecycle (SDLC) experience (Required) 3. 16+ years of requirements gather and documentation experience (Required) 4. 16+ years of MS Office/PowerPoint experience (Required) 5. 16 years of Capital and Operating Grants Accounting experience (Required) 6. 16 years Grants Management and Federal Grants Program experience (Required) 7. 3 years of experience implementing at least one financial system (Required) 8. 10 years of experience understanding of Financial Reporting, Annual Report and financial audits (Required)
Education:	Bachelor's Degree in IT or related field or equivalent experience (20 years) or A current Project Management Professional (PMP) certification

CLIN	F010
Title	Grants Specialist
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Monitors and tracks expenditures and budget execution transactions to assure adherence to established budgetary

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	<p>practices and procedures, adequacy of funds distribution or program requirements, proper reflections of fund transfers, and adequate justification.</p> <ol style="list-style-type: none"> 2. Formulates budget estimates and related justifications for the agency's appropriation; executes appropriated funds and reimbursable budgets. Monitors spending plans, tracks obligations, projects use of funds, compares analyses with limitations on fund availability and works with management staff to reconcile spending plans with fund limitations. 3. Ensures use of funds for program purposes are in compliance with regulations, policies and other related guidance, verifies funds availability and performs reprogramming or program adjustments. 4. Provides Life-to-Date financial status of each grant received by the agency; ensures SF-424 reporting is received by Program Directors; and prepares monthly grant status reports. 5. Liaisons with program staff to clarify, interpret and resolve financial related issues. 6. Provides burn rate analysis to ensure that respective grants under their area are balanced by the end of the grant life cycle. 7. Performs data entry and retrieval from automated systems to facilitate budget modification processes, audit requests and special assignments. 8. Assists in maintaining the central file of all non-local revenues (federal/private grants, etc.) for agency budget modification requests and approvals. 9. Assists in the collection of data for external and internal audit requests and prepares draft responses to audit reports for management team. 10. Maintains programmatic and financial documentation to support all expenditures charged to the grant and retains all information for a period of no less than three (3) years from the submission of the Audit Report. 11. Performs other related duties as assigned.
Qualifications:	<ol style="list-style-type: none"> 1. Knowledge of budget and financial management regulations, policies and procedures in order to prepare, monitor, report and track financial data; and to authorize re-programming and/or program adjustments as it relates to authorized funds 2. Knowledge of OMB Circulars and specific DOL guidance related to budgeting for federal funds to ensure that expenditures are allowable 3. Knowledge of laws, regulations, rules, policies, procedures, and methods governing the administration of Federal grants, cooperative agreements, and awards
Education	High School Diploma

CLIN	F011
Title	Investment Management (Invest Manager)
Duties and Responsibilities	<ol style="list-style-type: none"> a. Conduct in-depth research, analysis, recommendation, and execution of fixed income investment opportunities.

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	<ul style="list-style-type: none"> b. Prepare and execute daily report on investment activity, positions and performance. c. Assist with the preparation of financial reports – daily, weekly, monthly, quarterly, and annually. d. Prepare maturity calendar, future sales, and investment cash flow forecast. e. Prepare and enter journal entries related to trading/investment activity on a timely basis f. Update the policies and procedures manual for the Cash and Investment Unit. g. Work with appropriate vendors to coordinate and trade execution and settlement. h. Work with custodian and external financial institutions to ensure monthly statements are received and filed appropriately. i. Maintain the accuracy and completeness of investment activity records. j. Update changes and edits to policy and procedures manuals. k. Act as the primary liaison to work with OFT accounting unit as well as the Office of Operations and Systems (OFOS) to research and resolve investment related issues identified during monthly reconciliation process and audits. l. Prepare and execute daily report on investment activity, positions, and performance. m. Support other cash management functions as needed to meet the unit's objectives and deliverables.
Qualifications	<p>Have a minimum of three (3) years' experience as an Investment Analyst or similar roles in a corporate setting, and demonstrated knowledge and skills in the following areas:</p> <ul style="list-style-type: none"> a. Strong financial analysis skills and ability to interpret data b. Experience with investment in fixed income (money market instruments, bills and bonds) c. Applied general knowledge of investment accounting d. Excellent written and verbal communications skills e. Ability to work independently f. Excellent planning and organizational skills
Education:	Bachelor's Degree in Accounting or Finance
Technical Skills:	Proficiency in Microsoft Excel, Access, Treasury Workstation and large ERP systems

CLIN	F012
Title	Loss Mitigation Specialist
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities:</p> <ul style="list-style-type: none"> a. Oversee information delivery, documentation, research, and general customer service delivery to District government agencies, debtors, and contractors. b. File all necessary legal documents to proceed with appropriate legal collections action. c. Work as a liaison with the attorneys and OCFO staff to ensure filing and

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	<p>proper management of paperwork for judgments, garnishments, liens, proof of claim on bankruptcy notices and other legal documentation that supports actions taken to recover District debt</p> <ul style="list-style-type: none"> d. Process and analyze any chargeback claims and their validity. e. Research account history and other collection tools to assess the validity of any allegations. f. Abide by Fair Debt Collection Practiced Act (FDCPA), Fair Credit Reporting Act (FCRA), Fair and Accurate Credit Transaction Act (FACTA), Health Insurance Portability and Accountability Act (HIPAA), Privacy Act and other state and federal regulations when writing responses to clients. g. Other duties as assigned
Qualifications	<ul style="list-style-type: none"> a. Have at least three (3) years of experience managing debt recoveries in a financial and/ or legal setting. b. Must have experience with bankruptcies and different chapters of bankruptcy. c. Should have experience with collections systems that track records of calls, notes, and correspondence. d. Paralegal experience in collections is highly desired and preferred.
Education:	<ul style="list-style-type: none"> a. High school diploma, GED, or equivalent relevant experience required. b. Have twelve (12) months cumulative full work experience in a role of similar scope and responsibility is required.
Technical Skills	<ul style="list-style-type: none"> a. Must be able to learn and use data management systems to research information, debts, and payment data. b. Must possess excellent verbal and written communications skills as well as interpersonal skills to maintain effective professional relationships. c. Have the flexibility and adaptability to work in new and changing work environments and the ability to motivate and train other staff accordingly. d. Microsoft Word and Excel proficiency is required

CLIN	F013
Title	Retirement Corrections Specialist
Duties and Responsibilities	<p>The Contractor shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Calculate retirement corrections. 2. Respond to all inquiries sent to retirement corrections public mailbox. 3. Log all retirement corrections calculation requests, journals, etc. into spreadsheet/database. 4. Prioritize inquiries and calculation requests sent to OPRS. 5. Follow-up on all submitted requests and track progress of retirement corrections. 6. Work with CSRS team to expedite requests for CSRS understatements. 7. Serve as liaison to DCHR for the SharePoint site for retirement corrections. 8. Organize retirement corrections data on shared drive. 9. Work on creating database for retirement corrections project.

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	10. Make recommendations for standardization of communications and other aspects for project.
Education:	High school diploma and minimum 3-5 years of relevant experience.
Qualifications:	<ol style="list-style-type: none"> 1. Advanced Excel skills (3 to 5 years) <ol style="list-style-type: none"> a. Pivot Tables b. VLOOKUP c. Advanced formulas 2. Advanced Outlook skills (3 to 5 years) <ol style="list-style-type: none"> a. Creating rules b. Scheduling c. Task Management 3. Advanced organizational skills (3 to 5 years) <ol style="list-style-type: none"> a. SharePoint b. Database development (preferred) c. Must be able to track multiple cases at the simultaneously. 4. Basic financial/accounting knowledge 5. Must know how to use the internet, web browsers, online apps (5 to 7 years) <ol style="list-style-type: none"> a. Bookmarks b. Microsoft Teams, SharePoint, Office, etc. 6. Must know how to use a smartphone and apps on a smartphone.

CLIN	F014
Title	Treasury Analyst
Duties and Responsibilities	<p>The Treasury Analyst will play a key role in managing cash flow, investments, and financial reporting. This position involves a variety of analytical, reporting, and administrative duties to ensure effective cash management and financial operations. The Treasury Analyst will support senior leadership with critical financial data, manage treasury-related databases, and contribute to the development and maintenance of financial policies and procedures.</p> <p>Key Responsibilities:</p> <ol style="list-style-type: none"> 1. Prepare and manage daily cash positions, short-term forecasts, and cash flow needs. 2. Reconcile cash accounts and transactions, including wire transfers and ACH payments, with general ledger postings. 3. Track and analyze cash and investment activity, ensuring accurate and timely reporting of financial information. 4. Develop and interpret critical analytics related to cash flow, investments, and other treasury-related data. 5. Prepare comprehensive reports on cash and investment activities, including the Cash Note Report, Investment Report, and cash flow projections. 6. Analyze financial records and data to identify trends, inefficiencies, and opportunities for improvement. 7. Manage and reconcile treasury databases and ensure alignment with operational teams. 8. Post entries to ERP/accounting systems in compliance with established guidelines.

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	9. Assist with the preparation of final reports, including data editing and the creation of charts and presentations. 10. Develop and update procedures and policies to reflect current processes and enhance operational efficiency. 11. Support other cash management functions and departmental projects as needed.
Education:	Bachelor's degree in Business, Finance, Accounting or related field
Qualifications:	1. 3+ years' experience in a treasury analyst or similar role 2. Strong analytical skills with the ability to interpret complex financial data and identify trends. 3. Proficiency in financial management systems and software, including Microsoft Excel and ERP/accounting systems. 4. Solid understanding of cash and investment accounting principles. 5. Excellent written and verbal communication skills. 6. Strong planning, organizational, and problem-solving abilities. 7. Ability to work independently and manage multiple tasks with minimal supervision.

CLIN	F015
Title	Treasury Business Analyst (Treasury BA)
Description:	The Treasury Business Analyst assists in the management and enhancement of the current Treasury Management System and participates in the development of the SOW for the replacement system; serves as a subject matter expert to the SSEB for the replacement system; and participates as a member of the implementation team for the replacement Treasury Management System upon contract award.
Duties and Responsibilities:	The Contractor personnel shall perform the following duties: a. Able to configure the system(s) and/or develop systems to support initial implementations and subsequent process optimization efforts. b. Ability to synthesize high-level concepts surrounding new work requests into a set of business requirements. c. Ability to effectively present information to business client and other members of the organization. d. Ability to lead requirements-gathering sessions with relevant business members. e. Interprets business process and information requirements and manages the technical configuration and deployment process to enable business capabilities. f. Works with IT team members to develop solutions and ensure systems meet the needs of the organization in terms of functionality and quality. g. Establishes self as a trusted advisor and thought leader to the business teams h. Other duties as assigned
Education:	Bachelor's degree (Master's or higher preferred) in Business, Accounting, Finance, MIS, Computer Science or comparable major required.
Qualifications	a. Functional professional experience with 2+ large Treasury Financials implementations. b. Minimum Ten (10) years of functional experience with Treasury Management applications including configuration, testing and integration.

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	<ul style="list-style-type: none"> c. Experience implementing one or more Treasury Management Applications such as: Kyriba, FIS/Sungard or Fundtech. d. Proven project delivery through full life cycle from requirements through deployment / support. e. Minimum Ten (10) years' experience with business process mapping, fit/gap analysis, business requirement gathering, finance business processes reengineering and solution designing f. Experience with one or more Reporting tools such as Smart View and BI Reports. g. Working knowledge of SQL. h. Experience in communicating with, and collaborating across, all levels of an organization. i. Good understanding of system testing, quality assurance methods and processes. j. Ability to work with the functional/technical team members to document requirements, create functional designs and to provide developers with functional support. k. Experience with Treasury Management systems (configurations, data conversions, integration and reporting). Participation in the implementation life cycle of at least one Treasury application within a Federal/State/Local environment strongly desired but not required. l. Hands on experience with Treasury Application cloud security and workflows – desired but not required.
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M - Management Job Family

CLIN	M001
Title	Project Manager -Journeyman (PM – Jr yn)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities:</p> <ul style="list-style-type: none"> 1. Define and prioritize strategic Treasury/Finance projects and ensure the successful delivery of large and complex programs/projects through all phases of the Project Management Lifecycle. 2. Provide implementation support which can range from simple status reporting to active project management and problem solving/solutioning, depending on the nature of the project which includes initiation, planning, development, execution, control & closeout of projects. 3. Serve as the primary point of contact to key stakeholders and will be responsible for managing work across multiple task areas and ensuring all inter-departmental dependencies are appropriately identified and addressed. 4. Assist the District's COTR to ensure timely delivery of projects and programs from key software and services vendors. 5. Provide thought leadership and expertise around system implementations, IT applications and business processes. 6. Other duties as assigned
Qualifications	<p>Have a minimum of three (3) years' experience as a project manager and has demonstrated skills and knowledge in the following areas:</p> <ul style="list-style-type: none"> a. Solid project management skills

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	<ul style="list-style-type: none"> b. Strong business acumen c. Proven ability to manage across functional boundaries and with work with cross-functional teams without direct reporting lines d. Experience managing change programs e. Analytical and business modelling skills, ideally acquired in strategy consulting, corporate finance, private equity, or similar industries f. Proven ability to communicate effectively at C-level (Presentations, Word, Spoken) g. Experience with software development and/or cloud/SaaS businesses a plus h. Experience with corporate/transaction banking, treasury management, risk, or liquidity management
Education:	Have a bachelor's degree in Computer Science, Business/Finance or other Technical area or 7+ years of Project/Program Manager experience is required.
Technical Skills:	MS Project, MS Office (Word, Excel, PowerPoint, SharePoint, Visio, etc.), ERP and TMS (Oracle Applications and Kyriba is a plus).

CLIN	M002
Title	Project Manager – Senior (PM – Sr.)
Duties and Responsibilities	<p>Project Manager is responsible for successful delivery of large and complex programs/projects through all phases of the Project Management Lifecycle, which includes initiation, planning, iterative development, continuous testing, execution, control & closeout of projects. The Project Manager will also be the primary technical point of contact to the customer and will be responsible for collaborating across multiple task areas, including infrastructure (SaaS, PaaS or on-premise), applications, QA, change management, and customer service support.</p> <ul style="list-style-type: none"> a. Manage relationships with stakeholders, managers, and key software and services vendors for the delivery of projects and programs. b. Provide thought leadership and expertise for Software and/or Hardware system implementations, IT applications, business and systems processes. c. Manage the implementation of projects daily -- including defining deliverables as well as creating and monitoring sprints, project schedules and backlogs. d. Assist with internal communications and resource management as needed. e. Align project objectives with stakeholders' objectives. f. Will lead teams through all phases of System Development Life Cycle (SDLC) using appropriate waterfall and agile methodologies and processes. g. Create project plans, resource plans, program metrics, communication plans and develop analytics supporting delivery of life cycle activities. h. Develop communication plans to ensure business and executive stakeholders are well informed and are provided with accurate information for status of managed initiatives and to support decision making. i. Identify project and resource dependencies and collaboratively work with team members to ensure the project schedule is followed. j. Effectively communicate project status, actions, decisions, risks, issues and schedule for the customer's project portfolio. k. Prepare executive steering committee communications as needed. l. Direct, motivate and collaborate with project team members to ensure the

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	team is provided with clear and accurate information in a timely manner that will enable them to complete assigned tasks within set times, and to deliver to top performance. m. Other duties as assigned.
Education:	<ol style="list-style-type: none"> 1. Bachelor's degree in CompSci, Business, Finance or other related field 2. PMP or PMI Agile Certification Practitioner (PMIACP) or other Agile/ScrumMaster certification is required
Qualifications:	<ol style="list-style-type: none"> 1. Project Manager shall have significant experience (7+ years) managing and implementing concurrent separate initiatives of varying size. This person shall also have a minimum of two individual multi-year project implementation experiences, as well as previous success leading initiatives within an agile methodology environment. 2. Demonstrates extensive knowledge and success as a team leader: motivating teams to success by creating an atmosphere of trust while seeking diverse views to encourage improvement and innovation; providing information and direction to less-experienced staff; coaching staff including providing timely and meaningful written and verbal feedback. 3. Proficiency in MS Office Suite

CLIN	M003
Title	Project Manager – Master (PM – Mast)
Duties and Responsibilities	<p>Project Manager is responsible for successful delivery of large and complex programs/projects through all phases of the Project Management Lifecycle, which includes initiation, planning, iterative development, continuous testing, execution, control & closeout of projects. The Project Manager will also be the primary technical point of contact to the customer and will be responsible for collaborating across multiple task areas, including infrastructure (SaaS, PaaS or on-premise), applications, QA, change management, and customer service support.</p> <ol style="list-style-type: none"> a. Manage relationships with stakeholders, managers, and key software and services vendors for the delivery of projects and programs. b. Provide thought leadership and expertise for Software and/or Hardware system implementations, IT applications, business and systems processes. c. Manage the implementation of projects daily -- including defining deliverables as well as creating and monitoring sprints, project schedules and backlogs. d. Assist with internal communications and resource management as needed. e. Align project objectives with stakeholders' objectives. f. Will lead teams through all phases of System Development Life Cycle (SDLC) using appropriate waterfall and agile methodologies and processes. g. Create project plans, resource plans, program metrics, communication plans and develop analytics supporting delivery of life cycle activities. h. Develop communication plans to ensure business and executive stakeholders are well informed and are provided with accurate information for status of managed initiatives and to support decision making. i. Identify project and resource dependencies and collaboratively work with team members to ensure the project schedule is followed. j. Effectively communicate project status, actions, decisions, risks, issues and schedule for the customer's project portfolio.

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	<p>k. Prepare executive steering committee communications as needed.</p> <p>l. Direct, motivate and collaborate with project team members to ensure the team is provided with clear and accurate information in a timely manner that will enable them to complete assigned tasks within set times, and to deliver to top performance.</p> <p>m. Other duties as assigned.</p>
Education:	<ol style="list-style-type: none"> 1. Bachelor's degree in CompSci, Business, Finance or other related field 2. PMP or PMI Agile Certification Practitioner (PMIACP) or other Agile/ScrumMaster certification is required
Qualifications:	<ol style="list-style-type: none"> 1. Project Manager shall have significant experience (12+ years) managing and implementing concurrent separate initiatives of varying size. This person shall also have a minimum of four individual multi-year project implementation experiences, as well as previous success leading initiatives within an agile methodology environment. 2. Demonstrates extensive knowledge and success as a team leader: motivating teams to success by creating an atmosphere of trust while seeking diverse views to encourage improvement and innovation; providing information and direction to less-experienced staff; coaching staff including providing timely and meaningful written and verbal feedback. 3. Proficiency in MS Office Suite

CLIN	M004
Title	Project Manager – Architect (PM – Arch.)
Duties and Responsibilities	<p>The Project Manager - Architect (PM-A) will support modernization efforts of the Financial and Reporting systems. The PM-A will act as a technical architect for Financial and Datawarehouse projects and will support the overall modernization efforts of the OCFO's reporting environments and upgrade of the financial systems.</p> <p>Duties:</p> <ol style="list-style-type: none"> a. Manage Technical Programs and Projects as assigned b. Lead the technology direction and standards for data platforms, involving all aspects of information access and retrieval, integration, middleware translators, utilities, tools, and languages for use by the OCFO Data systems group. Research and provide enterprise-wide data architecture and standard platforms, products and tools to various projects and initiatives as directed by the OCFO. c. Architect data structures such as data marts, data warehouses, and data lakes to support exploratory data analysis, statistical analysis, predictive analytics, and machine learning models d. Defines and achieves the strategy roadmap for the enterprise; including data modeling, implementation and data management for our enterprise data warehouse and advanced data analytic systems. Manage and plan the effort to migrate OCFOs Custom Applications/Systems to Cloud and Hosting providers such as AWS, Oracle, Microsoft and Google etc. e. Review and provide feedback on Architecture and Technical Strategy documents, functional/technical specifications f. Prepare white papers/options papers and recommend solution g. Evaluate current systems and review objectives with stakeholders h. Define database structure, capabilities, backup, recovery and security

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	<p>specifications</p> <p>i. Provide support by responding to user questions, resolving problems, and coding utilities</p> <p>j. Maintains database performance by identifying and resolving production and application development problems; calculating optimum values for parameters; evaluating, integrating, and installing new releases; completing maintenance; answering user questions.</p> <p>Responsibilities:</p> <p>a. Organizes, directs, and manages contract operation support functions, involving multiple, complex, and inter- related project tasks.</p> <p>b. Manages teams of contract Support Personnel at multiple locations.</p> <p>c. Maintains and manages the client interface at the senior levels of the client organization.</p> <p>d. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs.</p> <p>e. Experience managing technical programs and projects implementing Oracle eBusiness, and Business Analytics solution.</p> <p>f. Experience designing and providing reference architecture for enterprise systems</p> <p>g. Hands-on experience in designing and building Real Time, Near Read Time and Batch integration between systems including developing ETL interfaces, integration layers, and custom Data Models.</p> <p>h. Hands-on experience working on various Business Intelligence technologies like IBM Cognos, Oracle OBIEE, and Tableau.</p> <p>i. Extensive hands-on experience as a Solution Architect, designing, developing and testing conversion, interfaces, extensions, customizations and Reports (RICEWs) to implement Oracle eBusiness Suite.</p>
Education:	Bachelor's degree in Information Technology or Computer Science or related field
Qualifications:	<ol style="list-style-type: none"> 1. 16+ years in progressive consulting leadership role, providing full lifecycle services in enterprise environment (Required) 2. 16+ years managing, coordinating, and establishing priorities for entire project lifecycle (Required) 3. Program Manager (Required) 4. Project Manager (Required) 5. Information Technology Experience (Required) 6. Tableau experience (Required) 7. Oracle OBIEE experience (Required) 8. Experience implementing Oracle eBusiness and Business Analytics solution for public sector entity (Required) 9. Oracle eBusiness Suite Release 11.X/12.X (Required) 10. Experience with designing and architecting complex Integration (Real Time, Near Real Time and Batch) with Oracle eBusiness Release 11.x/12.X (Required) 11. Experience as a Solution Architect on Oracle eBusiness Suite projects for Public Sector entity (State, Local and Federal) (Required) 12. Experience with Oracle eBusiness Release 12.X (Required)

Q - Quality Assurance/Security Job Family

POSITION DESCRIPTIONS

CLIN	Q001
Title	Information Assurance and Security Specialist – Journeyman (IA & SS – Jrny)
Duties and Responsibilities	<p>Duties:</p> <ol style="list-style-type: none"> As part of the OCFO technology team, the Security Specialist (Infrastructure Group) will be maintaining and monitoring day to day operation of the OCFO IT infrastructure – Security. The IT Consultant will help and performs, monitoring, maintenance, and security IT infrastructure (physical, virtual and cloud). IT consultant will perform OS, security and application upgrades of servers and network to keep them up to date. IT consultant will develop, implements, maintains and enforces documented standards and procedures for the design, development, installation, modification, and documentation of assigned systems. IT consultant will plan, coordinates, and monitors project activities for OCFO Infrastructure group and duties as assigned. Log analysis of Firewall, AD, Switches and other deployed security products Knowledge of vulnerability assessment tools to identify and mitigate issues. Research, analyze, and patch required systems to comply with OCFO compliance mandates. Respond to escalation calls from the Help desk, Desktop support, and other teams to debug and resolve security and perform maintenance. Understands security troubleshooting processes and cooperates with another team. Assists Service Desk technicians as needed with Tier I and Tier II troubleshooting and patching of desktop systems, software (MS Office, Java, Adobe), printer issues, and server related issues as needed. Provides troubleshooting assistance on production and non-production supported systems. May recommend methods and techniques for obtaining solutions. Initiates preventive maintenance for the technical system. <p>Responsibilities:</p> <ol style="list-style-type: none"> Determines enterprise information assurance and security standards. Develops and implements information assurance/security standards and procedures. Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers' requirements. Identifies, reports, and resolves security violations. Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Performs analysis, design, and development of security features for

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	<p>system architectures.</p> <ul style="list-style-type: none"> i. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. j. Designs, develops, engineers, and implements solutions that meet security requirements. k. Provides integration and implementation of the computer system security solution. l. Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. m. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. n. Ensures that all information systems are functional and secure
Qualifications	<ul style="list-style-type: none"> a. 6-10 years of experience developing, maintaining, and recommending enhancements to IS policies/requirements (Required) b. 6-10 years of experience performing vulnerability/risk analyses of computer systems/apps (Required) c. 6-10 years of experience identifying, reporting, and resolving security violations (Required) d. Patching Server 2008 / 2012 /2016 (Required) e. Patching Desktop Windows 10 / 7 (Required) f. Firewall management CISCO NGFW (Required) g. Vulnerability assessment tools Nessus, Tripwire (Desired) h. VMware 5.5 / 6.0 (Required) i. Production support (Required) j. Server and Desktop troubleshooting (Required) k. NIST 800-53 experience (Desired) l. Splunk (Desired) m. Cloud experience (MS Azure) (Desired)
Education	<ul style="list-style-type: none"> a. Bachelor's Degree in IT or related field or equivalent experience (Required) b. Security+, CISSP, other security certifications (Preferred)

CLIN	Q002
Title	Information Assurance and Security Specialist – Master (IA & SS – Mast)
Duties and Responsibilities	<p>Duties:</p> <ul style="list-style-type: none"> a. Identify network problems, and recommend improvements to ensure optional performance; b. Ability to monitor and analyze data traffic patterns within the OCFO Network infrastructure c. Ability to enhance security and knowledge of the latest security threats, worms, and malware and advise on how to deter them; d. Ability to reliability of the network through the above actions; e. Extensive experience in developing strategic systems architecture plans f. Experience with Storage infrastructure (NetApp Storage) and technologies include virtualization/arrays, FC/FCOE, NFS, ISCSI. g. Design, administration of VMware Infrastructure including full integration with SAN for VMotion and VMware SRM multi-site

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	<p>administration</p> <ul style="list-style-type: none"> h. Advanced knowledge of disaster recovery and business continuity processes and tools needed. i. Active Directory service management and operational stability and maintenance j. Design and build solutions utilizing on-premises computer, networking, and storage technologies using Azure cloud. Cloud Engineer leads the design and support of large-scale projects. k. Configure routers, switches, firewalls, and other appliances in compliance with OCFO security standards; l. Monitor security measures in place within network perimeter, ensuring security breaches do not occur and information is safeguarded <p>Responsibilities:</p> <ul style="list-style-type: none"> a. Determines enterprise information assurance and security standards. b. Develops and implements information assurance/security standards and procedures. c. Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers' requirements. d. Identifies, reports, and resolves security violations. e. Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. f. Supports customers at the highest levels in the development and implementation of doctrine and policies. g. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. h. Performs analysis, design, and development of security features for system architectures. i. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. j. Designs, develops, engineers, and implements solutions that meet security requirements. k. Provides integration and implementation of the computer system security solution. l. Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. m. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. n. Ensures that all information systems are functional and secure.
Qualifications	<ul style="list-style-type: none"> a. 16+ years of experience developing, maintaining and recommending enhancements to IS policies/requirements (Required) b. 16+years of experience performing vulnerability/risk analyses of computer systems/apps (Required) c. 16+ years of experience identifying, reporting and resolving security violations (Required) d. Cloud-Azure (Highly Desired) e. Experience in complex Enterprise-level projects (Required)

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	<ul style="list-style-type: none"> f. Expert understanding of Windows server operating systems (Required) g. Knowledge of on-premises and cloud security productions (Required) h. Good understanding of IP Networks/Security (Required) i. Extensive experience troubleshooting NetApp SAN (Required) j. In-depth knowledge of SAN replication/Disaster Recovery (Highly Desired) k. Hands-on experience managing storage on VMware ESXi (Required) l. Good understanding of server/endpoint operating system (Required) m. Windows 2016 AD Enterprise troubleshooting experience (Required) n. In-depth experience with Disaster Recovery & Avoidance planning (Required) o. VMWare Site Recovery Manager experience (Highly Desired) p. Excellent understanding of troubleshooting IT infrastructure (Highly Desired)
Education:	<ul style="list-style-type: none"> a. Bachelor's Degree in IT or related field or equivalent experience (20 years) (Required), Master's Degree in IT or related field (Highly desired) b. Security CISSP, Security+, CEH (Required)

CLIN	Q003
Title	Infrastructure Automation Engineer (IAE)
Duties and Responsibilities	<p>The Contractor shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Support the IT Service Catalog and automation by being second tier support for related issues. 2. Work with IT personnel to elicit requirements for automation. 3. Automate Linux and Windows image creation and patch management. 4. Document, present, and train others in the IT Service Catalog and automation projects 5. Design and build Automation Tools to Provision Environments and Applications in support of our Development, Test and Staging Environment 6. Fully automate the deployment of technology stacks 7. Create services, frameworks and templates leading to spin up and turning down virtual environments. 8. Design and build orchestrations for self-healing infrastructure. 9. Create feedback loop for developers and QA using logs, monitoring and dashboard. 10. Conducts in depth evaluations, diagnosing, troubleshooting, and resolving a wide variety of complex technical issues.
Education:	Bachelor's or Master's degree in information technology or computer Science OR the equivalent combination of education and successful work experience (15 years)
Qualifications	<p>Experience: Minimum 8+ years in Automation</p> <ol style="list-style-type: none"> 1. Background in Network Operations, DevOps, Continuous Deployment is a plus. 2. Experience with large volumes of data, and site reliability engineering 3. Experience with a variety of datastores and related tools

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	<ol style="list-style-type: none"> 4. Experience building and working with multiple tier web applications and distributed systems. 5. Experience using centralized automation platforms. 6. General experience with relational database technologies and programming, SQL Server 7. Expertise in software development or in test automation of REST API 8. Expertise in Java or similar Object-Oriented Programming language required. 9. Experience working with GIT and Jira preferred. 10. Working experience in Agile SDLC and Continuous Integration 11. Knowledge of applicable data privacy practices and laws. 12. Extensive experience with developing strategic plans. 13. Exceptional analytical, conceptual, and problem-solving abilities. 14. Exceptional understanding of the organization's goals and objectives. 15. Experience working with Microsoft SQL Server and SQL Server Reporting Services 16. Strong desire to automate and to teach others. 17. Familiarity with DFS and Windows-based file servers 18. Proven experience with network capacity planning, network security principles, and general network management best practices. <p>Technical Skills:</p> <ol style="list-style-type: none"> 1. Excellent architecture and technical support documentation skills. 2. Strong interpersonal, written, and oral communication skills. 3. Ability to perform general mathematical calculations for the purpose of creating needs assessments, budgets, and so on. 4. Highly self-motivated and directed. 5. Keen attention to detail. 6. Proven analytical and problem-solving abilities. 7. Experience working in a team-oriented, collaborative environment. 8. Strong interpersonal and consultative skills. 9. Ability to exercise independent judgment and act on it.
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CLIN	Q004
Title	Contract Investigator
Duties and Responsibilities	<p>The incumbent performs background investigations that includes the review of documents, and financial data to determine the applicants' suitability for a sports wagering license. Suitability involves the assessment of applicants' integrity, honesty, good character, and financial position. Incumbent also monitors ongoing suitability of licensees.</p> <p>Specific duties include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Examines and evaluates personal and business financial records (e.g., credit history reports, open-source online platforms, tax returns, bank records, court documents, etc.) to determine the source and adequacy of information submitted on the licensing application.

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	<ol style="list-style-type: none"> 2. Reviews and assesses credit history reports, due diligence/background reports, financial statements, and applies associated internal policies to assess regulatory compliance. 3. Communicates with license Applicants and conducts interviews pertaining to ongoing background investigation. 4. Contacts appropriate internal and external sources to confirm accuracy of information presented by Applicants. 5. Reviews information and/or reports from other gaming jurisdictions where Applicant is licensed for sports wagering or other gaming-related activities. 6. Prepares clear and comprehensive investigative reports. 7. Performs effective utilization of the Microsoft Office Suite for tasks such as data entry and analysis and demonstrates more than basic skills on use of excel. Incumbent is further skilled in accessing licensing data systems. 8. Has demonstrated proficiency in retrieval and disposition of general and confidential material. 9. Will work closely with the supervisor to acquire the knowledge of laws and regulations specific to the District's sports wagering operations. 10. Possess effective communication skills both verbally and in writing with people from diverse backgrounds and professions to make recommendations and present findings. 11. Must be detail-oriented and possess strong organizational, prioritizing, record-keeping, and time management skills. 12. Performs all duties in accordance with the OLG's policies and procedures and within the realm of the OLG's vision, mission and values. 13. Promotes the activities of the OLG, its programs and goals to ensure Office objectives align with applicable laws, regulations policies and code of ethics. 14. Incumbent must possess a valid driver's license for the ability to conduct interviews and facilitate the delivery of gaming licenses to sports wagering facilities. 15. Performs other related duties.
Education:	1. High School Diploma
Qualifications:	<ol style="list-style-type: none"> 1. Must be detail-oriented and possess strong organizational, prioritizing, record-keeping, and time management skills. 2. Must possess valid Driver's License
Technical Skills:	1. Microsoft Office Suite

CLIN	Q005
Title	IT Operations Support Specialist (IT Ops SS)

POSITION DESCRIPTIONS

Duties and Responsibilities	<p>The IT Operations Support Specialist shall:</p> <ol style="list-style-type: none"> a) Provide technical assistance in all aspects of data processing operations. b) Work with mainframe and Server applications. c) Understands technical experience in the utilization and implementation of tools to monitor the server and mainframe applications. d) Understands knowledge on how to identify, investigate and troubleshoot error conditions to help remediate system failure conditions. e) Understand Configuration Management (CM) for software updates and migrations of code. f) This position may require weekend and or shift work hours
Qualifications	<ol style="list-style-type: none"> a) Required Experience of Two (2) years in the following: <ol style="list-style-type: none"> 1. Configuration Management (CM) for software updates and migrations of code; 2. Software Migration process; 3. Startup of Production Applications & Systems; 4. Microsoft SQL Management Studio & Oracle SQL Developer; b) Preferred Experience - 2 years minimum: <ol style="list-style-type: none"> 1. Support Web and Client Server Application 2. Microsoft Office Application Suite (Word & Excel) 3. Computer applications capabilities and limitations of computer equipment.

CLIN	Q006
Title	IT Report Specialist (IT Rpt Spec)
Duties and Responsibilities	<ol style="list-style-type: none"> a. Daily monitoring of system for nightly jobs normal completion as well as overall health of system. b. Support day to day basic reporting systems, which will include help desk issues, end user support. c. Work closely with users to gather reporting/dashboard requirements d. Maintain and create analytic dashboards as needed. e. Providing support for the creation of the OCFO Budget book f. Support all .NET applications used in the building of the OCFO Budget book g. Support any ad-hoc reporting as needed. h. Responsible for designing, optimizing, and develop and debug new cubes dashboards and reports i. Design and support Informatica ETL scripts j. Support external and internal facing OCIO reporting web sites k. Support all new system implementations as it relates to Cognos and Tableau interfaces and reporting l. Capacity planning and recommend improvements to ensure system stability i. Coordinate with appropriate personnel to determine positive solutions that increase end user satisfaction, following through to completion, and communicating resolution results; escalate to management any situation that

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	could adversely impact the service provided to the end user
Qualifications	<ul style="list-style-type: none"> a. 10+ years of experience in Modeling Enterprise-Wide Data Warehouse. b. 10+ years of experience in Cognos 11.7 c. 10 + years of experience in Cognos BI applications (BI framework Manager) d. 5+ years of experience in Tableau 10 desktop (certified) and server professional. e. 5+ years of experience in Tableau developer and administrator. f. 10 + years of experience in Public Sector Financial systems. g. 10 + years of experience in Informatica 10. h. 10+ years of experience in .Net/ASP and Visual Basic
Technical Skills:	<ul style="list-style-type: none"> a. System Software: Cognos 11.7, Tableau 10.3, IIS, Windows 2016, Informatica 10 b. Development tools: Cognos-Framework manager, Visual Studio, .NET/ASP/Visual Basic, Informatica 10, Oracle Data Modeler, SQL Developer, Tableau Desktop c. Databases: Oracle 12C Rac

CLIN	Q007
Title	IT Security Engineer (ITSE)
Duties and Responsibilities	<p>The Contractor shall perform the following duties and responsibilities: Support the IT Service Catalog and automation by being second tier support Strategy and Planning</p> <ul style="list-style-type: none"> 1. Perform security assessments, identify gaps in existing security architecture, and recommend changes or improvements. 2. Design security architecture elements to mitigate threats. 3. Create solutions that align enterprise security architecture frameworks and standards (e.g. SABSA, NIST 800-53, ISO 27002) with overall business and security strategy. 4. Participate in risk assessments for new technologies and projects. 5. Employ secure configuration management processes. 6. Assist in developing a disaster recovery and business continuity plan. Identify and prioritize system functions required to promote continuity and availability of critical business processes such that in the circumstance of system failure critical business functions are restored or recovered promptly. 7. Document security requirements and controls for protecting information, systems, and technology assets. 8. Define and document how the implementation of a new technology impacts the security posture of the current environment. 9. Document and update as necessary all definition and architecture activities. 10. Provide input on security requirements to be included in request for proposals (RFPs), statements of work (SOWs), and other procurement documents. 11. Communicate current and emerging security threats to project team members.

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Education:	<ol style="list-style-type: none"> 1. Bachelor's or Master's degree in information technology or computer Science 2. The equivalent combination of education and successful work experience (15 years) 3. Minimum of 10+ years of experience in Security Architecture & Engineering 4. CISSP, CISA, CISM, or other relevant security related designation(s) appreciated, is a must & required. 5. Certifications in CISSP-ISSAP, TOGAF, or SABSA considered an asset.
Qualifications	<ol style="list-style-type: none"> 1. Experience in identifying gaps in existing architectures. 2. Experience in designing security architectures to mitigate threats. 3. Knowledge of computer networking concepts and protocols (e.g. TCP/IP, DNS) and network security methodologies. 4. Knowledge of network access, identity, and access management (e.g. public key infrastructure, Oauth, OpenID, SAML, SPML). 5. Knowledge of capabilities and applications of network equipment including routers, switches, servers, transmission media, and related hardware. 6. Knowledge of remote access technology concepts. 7. Knowledge of application firewall concepts and functions (e.g. single point of authentication enforcement, data anonymization, DLP scanning, SSL security). 8. Work experience in cybersecurity designs for systems, networks, and multi-level security requirements or requirements for processing multiple classification levels of data. 9. Knowledge of risk management processes and experience in conducting risk assessments. 10. Familiarity with the application of privacy principles to organizational requirements. 11. Knowledge of identity and access management methods. 12. Experience with Windows, Unix, and Linux operating systems. 13. Knowledge of business continuity and disaster recovery operation plans. 14. Strong analytical and problem-solving skills capable of managing projects that drive business objectives. 15. Exceptional written, oral, and interpersonal communication skills. 16. Ability to work in team environments and to negotiate with multiple stakeholders. 17. Ability to meet tight deadlines and to prioritize tasks. 18. Innovative thinker who is self-directed and resourceful

CLIN	Q008
Title	Mainframe Support Analyst (MSA)
Duties and Responsibilities	The OCFO requires technical support services to maintain and enhance the mainframe check writing (CheckWrite) and account reconciliation (ARP) systems

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	<p>used by the District and to assist in responding to requests for data from legacy time reporting/payroll systems (CAPSS and UPPS).</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> a. Provide technical research and analysis of any software issue that threatens the online availability of CheckWrite and ARP, to include a recommended solution to the issue and the ability to implement the solution. c. Provide technical research and analysis of any processing issue that threatens the production of checks, the reconciliation of checks, and the creation of reports from the legacy time reporting systems as well as a recommended solution to the issue and the ability to implement the solution. d. Provide technical research and analysis of any requested or legally mandated change to existing functionality, to include developing code to be migrated into test, acceptance, and production environments. e. Support the Office of Finance and Treasury (OFT) in troubleshooting and resolving CheckWrite or ARP processing errors. f. Analyst shall have experience cancelling checks when the payment operations center is unable to cancel the check in ARP and requests assistance. g. Analyst shall have previously modified or customized CheckWrite and ARP. h. Provide analysis reports, recommended solutions, and code modifications.
Qualifications	<ul style="list-style-type: none"> a. 6 years' experience COBOL, SPUFI, QMF, DB2, IDMS, VSAM, SQL, Easytrieve, FORTRAN, Basic, SAP/ABAP4, JCL, FTP, UC4. b. 6 years' experience Word, Excel, PowerPoint, Windows, and Visio. c. 6 years' experience in supporting online and batch execution; data screens maintenance; database updates; ABEND analysis and recovery; software maintenance/ enhancement; and reporting (both standard and ad hoc). d. 6 years' experience supporting CheckWrite, ARP, CAPPS, and UPPS e. 6 years' experience with all facets of the System Development Life f. 6 years' experience Cycle for mainframe applications. g. 6 years' experience with the technical design and flow of CheckWrite and ARP. h. 6 years' experience with the technical design of CAPPS and UPPS. i. 2 years' experience analyst skilled at problem solving

CLIN	Q009
Title	Network Security Engineer (NSE)
Duties and Responsibilities	<p>Senior Network Security Engineer II supports the ongoing design, implementation, operation and security of the OCFO network and the supporting security infrastructure.</p> <p>Duties & Responsibilities:</p>

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	<ul style="list-style-type: none"> a. Ability to monitor and analyze data traffic patterns within the OCFO network infrastructure; b. Identify network problems and recommend improvements to ensure optimal performance; c. Ability to improve network quality regarding any degradation; d. Ability to enhance security and knowledge of the latest security threats, worms and malware and advise on how to deter them; e. Ability to ensure reliability and stability of the work through the above actions; f. Configure routers, switches, firewalls and other appliances in compliance with OCFO security standards g. Monitor security measures in place within network perimeter, ensuring breaches do not occur and information is safeguarded from unauthorized access; h. Proactively oversee the activities involved in quality resolution of complex technical issues, responding with an appropriate sense or urgency to problems escalated to Network Engineer's level; i. Coordinate with appropriate personnel to determine positive solutions that increase end user satisfaction, following through to completion, and communicating resolution results; escalate to management any situation that could adversely impact the service provided to the end user; j. Monitor trends in documented incidents and determine appropriate actions necessary to eliminate future occurrences and improve customer service levels in an appropriate timeframe; k. Provide network design services l. Coordinate with the Infrastructure Services Group staff to establish the scope, timing and technical approach to be used for proposed network changes; m. Ensure adherence to network policies and procedures; n. Manage production and disaster recovery networks and security o. Ability to perform forensic and packet analysis; p. Ability to configure and operate network security-focused monitoring and logging systems
Qualifications	<ul style="list-style-type: none"> a. Experience building large scale, multi-site network architectures b. Experience with secure remote access/WAN technologies (IPsec, VPN, <i>etc.</i>) c. Knowledge of network-based and system-level attacks and mitigation methods d. Experience with firewalls: Cisco Firepower (NGFW) or Cisco ASA Firewalls; e. Experience with security routing protocols
Technical Skills	Security: Cisco Firepower (Next generation firewall), Cisco ASA Firewalls, Cisco ISE 2.0 and above (Identity Services Engine), Cisco NGFW (Next Generation Firewall), Cisco AMP (Advanced Malware Protection), Cisco Firepower.
CLIN	Q010
Title	Quality Analyst Coordinator (QA- Coord)

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Duties and Responsibilities	<ol style="list-style-type: none"> 1) Ensure test environments are prepared and ready for execution of test scenarios 2) Execute test cases to validate system functionality prior to releasing to customers 3) Perform troubleshooting and diagnosis of defects reported by customers or internally to determine steps to reproduce. 4) Execute regression testing to validate defect resolution and verify existing functionality is unaffected 5) Identify, record, document test results to enable efficient resolution of defects 6) Develop automated tests for regression and reproduction of defects 7) Design, develop and execute automation scripts using open-source tools. 8) Liaise with internal teams (e.g. developers and project managers) to identify system requirements. 9) Investigate the causes of non-conforming software and train users to implement solutions. 10) Track quality assurance metrics, like defect densities and open defect counts. 11) Other responsibilities as assigned
Qualifications	<ol style="list-style-type: none"> a. 3 + years of full-time professional experience with Software Testing and Quality Assurance, and Testing Methodologies. b. General understanding of software development processes c. Strong technical skills, work ethic, independence, problem solving ability, and overall positive attitude. d. Excellent oral and written communication skills. e. Knowledge of a programming language f. Proficiency with Financial Concepts, Business Math g. Strong organizational skills with the ability to multi-task in a fast-paced environment and manage priorities with deadlines.
Education:	<ol style="list-style-type: none"> a. Bachelor's Degree in Business/Finance, Computer Science, Engineering, or the equivalent combination of education, and successful work experience.
Technical Skills:	<ol style="list-style-type: none"> a. Experience using Microsoft Office products - MS Word, Excel, PowerPoint, MS Visio and MS Project, Microsoft Teams. b. Basic Knowledge and understanding of SQL c. Exposure to Automated testing tools d. Knowledge of quality assurance terminology, methods and tools e. Proficiency with a programming language

CLIN	Q011
Title	Quality Assurance Lead (QA – Lead)
Duties and Responsibilities	<ol style="list-style-type: none"> a. Develops and maintains the Testing Strategies that define the approach, processes, and procedures within the department and initiatives. b. Ensures that functional and technical requirements are met through system testing, regression testing, performance testing, system interface testing, and security testing activities. May also lead the following types of testing: Information and Data Assurance, and Disaster Recovery.

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	<ul style="list-style-type: none"> c. Collects, tracks and reports test metrics and brief leadership on testing status. d. Writes detailed test plans, develops test scenarios and test scripts. e. Provides expert level guidance to less advanced testers. f. Leads test execution. Manages and monitors testing progress. Analyzes validity of results. Ensures team has necessary resources to execute testing activities. g. Participates in working groups to ensure testing requirements are addressed as needed for exploring capabilities for new tools, automation requirements and enhancements, leveraging new QA thought processes into the environment. h. Identifies, creates and secures test data as necessary. i. Reviews customer requirements and specifications to ensure that tests will confirm that these are satisfied. j. Traces requirements to test cases to ensure coverage for full system integration test. k. Works with Software Automation Test Engineers to develop a framework for automated testing. l. Performs functional administration, configuration, and utilization of testing tools. m. Reviews and evaluates complex test specifications, test results, test trends and implements corrective action as needed. n. Coordinates the resolution of problems inhibiting test progress. o. Participates in readiness reviews, entrance/exit reviews, and other Program level meetings as required. p. Other duties as assigned
Qualifications	<ul style="list-style-type: none"> a. Solid working knowledge of QA test methodology (concepts, practices and procedures within testing). b. Ten (10) years of QA/QC experience executing system testing, writing test plans, creating test schedules, creating/reviewing test cases using business requirements, writing regression test scripts, and managing functional and User Acceptance testing. Demonstrated experience in multiple test techniques, methodologies. c. At least Five (5) years of Test Lead experience with at least two (2) multi-year public sector implementations in a lead role. d. Strong interpersonal and stakeholder level communication skills. e. Ability to report testing progress precisely and concisely to senior management on a day-to-day basis during testing cycles.
Education:	<ul style="list-style-type: none"> a. Bachelor's Degree in Computer Science, Technology, Mathematics or Engineering, or the equivalent combination of education, technical training or work experience. b. QA/Test practitioner (e.g., ISTQB, CSTE, CASTP-P) certification is desired but not required.
Technical Skills:	<ul style="list-style-type: none"> a. Experience using Microsoft Office products - MS Word, Excel, PowerPoint, MS Visio and MS Project, Microsoft Teams. b. Automation and testing tools (such as Selenium, UI Path, Katalon Studio, Ranorex Studio, HP UFT/QTP, HP WinRunner, <i>etc.</i>) – desired but not required.

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CLIN	Q012
Title	Security Analyst
Description	<p>The IT Security Analyst performs two core functions for the enterprise. The first is the day-to-day operations of the in-place security solutions while the second is the identification, investigation, and resolution of security breaches detected by those systems. Secondary tasks may include involvement in the implementation of new security solutions, participation in the creation and or maintenance of policies, standards, baselines, guidelines, and procedures as well as conducting vulnerability audits and assessments. The IT Security Analyst is expected to be fully aware of the enterprise's security goals as established by its stated policies, procedures, and guidelines and to actively work towards upholding those goals.</p>
Duties and Responsibilities	<p>Strategy & Planning</p> <ol style="list-style-type: none"> 1. Participate in the planning and design of enterprise security architecture, under the direction of the IT Security Manager, where appropriate. 2. Participate in the creation of enterprise security documents (policies, standards, baselines, guidelines, and procedures) under the direction of the IT Security Manager, where appropriate. 3. Participate in the planning and design of an enterprise business continuity plan and disaster recovery plan, under the direction of the IT Security Manager, where appropriate. <p>Requisition & Deployment</p> <ol style="list-style-type: none"> 1. Maintain up-to-date detailed knowledge of the IT security industry including awareness of new or revised security solutions, improved security processes, and the development of new attacks and threat vectors. 2. Recommend additional security solutions or enhancements to existing security solutions to improve overall enterprise security. 3. Perform the deployment, integration, and initial configuration of all new security solutions and of any enhancements to existing security solutions in accordance with standard best operating procedures generically and the enterprise's security documents specifically. <p>Operational Management</p> <ol style="list-style-type: none"> 1. Maintain up-to-date baselines for the secure configuration and operations of all in-place devices, whether they be under direct control (i.e. security tools) or not (e.g. workstations, servers, network devices). 2. Maintain operational configurations of all in-place security solutions as per the established baselines. 3. Monitor all in-place security solutions for efficient and appropriate operations. 4. Review logs and reports of all in-place devices, whether they be under direct control (i.e. security tools) or not (e.g. workstations, servers, network devices). Interpret the implications of that activity and devise plans for appropriate resolution. 5. Participate in investigations into problematic activity.

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	<ol style="list-style-type: none"> 6. Participate in the design and execution of vulnerability assessments, penetration tests, and security audits. 7. Provide on-call support for end users for all in-place security solutions
Education:	<ol style="list-style-type: none"> 1. Bachelor's or Master's degree in information technology or computer Science 2. The equivalent combination of education and successful work experience (15 years) 3. Minimum of 10+ years of experience in Security Architecture & Engineering 4. CISSP, CISA, CISM, or other relevant security related designation(s) appreciated, is a must & required
Qualifications	<ol style="list-style-type: none"> 1. Extensive experience with Tenable. 2. Strong understanding of IP, TCP/IP, and other network administration protocols. 3. Familiarity with security tools 4. Broad hands-on knowledge of firewalls, intrusion detection systems, anti-virus software, data encryption, and other industry-standard techniques and practices. 5. In-depth technical knowledge of network, PC, and platform operating systems, including Windows, Linux, and Cloud 6. Working technical knowledge of current systems software, protocols, and standards, 7. Strong knowledge of TCP/IP and network administration/protocols. Hands-on experience with devices such as hubs, switches, and routers.

CLIN	Q013
Title	SOAR Support Analyst (SOAR SA)
Duties and Responsibilities	<p>The nature of this support requires “on call” availability as issues arise. The District does not anticipate a daily or weekly need for the requested support services but needs an analyst with the required expertise/skill set to assist when needed.</p> <p>Duties & Responsibilities:</p> <ol style="list-style-type: none"> a. Provide technical research and analysis of any software issue that threatens the 99.6% online availability of SOAR. b. Provide technical research and analysis of any processing issue that threatens the production of an accurate Comprehensive Annual Financial Report. c. Provide technical research and analysis of any requested or legally mandated change to existing functionality, to include developing code to be migrated into test, acceptance, and production environments. d. Provide technical support service for COBOL, CICS, JCL, SQL, DB2, VSAM, TSO/ISPF, FTP, UC4, SYNCSORT, SOA, XML, Word, Excel, PowerPoint, Windows, and Visio. e. Support online and batch execution within R*STARS; data screens maintenance; database updates; system executive; ABEND analysis and recovery; software

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	<p>maintenance/enhancement; and reporting (both standard and ad hoc).</p> <p>f. Support the Office of Financial Operations and Systems (OFOS) in troubleshooting and resolving SOAR processing errors as well as out of balance conditions and other matters reported to the SOAR Help Desk.</p> <p>g. Upon request, the analyst shall provide analysis, design, and documentation of features added to SOAR as a result of new accounting requirements. The analyst shall update user manuals and training materials and shall assist senior OFOS staff is conducting user training as requested.</p> <p>h. Provide support with modified or customized R*STARS.</p> <p>i. Create and maintain a liability offset customization to R*STARS allowing the District, the US Treasury, and states entering into agreement with the District to offset payments owed to a payee against a District, federal or state liability owed by the payee</p>
Qualifications	<p>a. COBOL, CICS, JCL, SQL, DB2, VSAM, TSO/ISPF, FTP, UC4, SYNCSORT, SOA, XML, Word, Excel, PowerPoint, Windows, and Visio</p> <p>b. Online and batch execution within R*STARS; data screens maintenance; database updates; system execution; ABEND analysis and recovery; software maintenance /enhancement; and reporting (both standard and ad hoc).</p> <p>c. Modified or customized R*STARS</p> <p>d. Creating or maintaining a local or state liability offset</p> <p>e. customization to R*STARS</p> <p>f. Experienced with all facets of the System Development Life Cycle</p> <p>g. Knowledgeable experience with accounting principles and practices</p> <p>h. Experienced analyst skilled at problem solving</p> <p>10 years for a. to c. under qualifications and 6 years for d. to h.</p>

CLIN	Q014
Title	Test Automation Engineer (TAE)
Duties and Responsibilities	<p>The candidate is responsible for the design, development and execution of automated tests for distributed enterprise applications with external and internal interfaces utilizing Microservices and business automation patterns. As an active participant on a scrum team, the candidate is responsible for all aspects of quality assurance including test automation, and development of automated processes within a testing framework. This role works closely with software engineers, fellow QA engineers, DevOps engineers, infrastructure and security professionals. Flexibility to work collaboratively and knowledgeably with team members of each area is vital. The candidate documents and works to resolve problems, reports progress on problem resolution, devises improvements to current procedures, and develops models of possible future configurations. The candidate will focus on the automation for testing of the software built on a technology stack using industry standard tools. It is essential that this candidate have exceptional communication</p>

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	<p>skills and be flexible and knowledgeable with technology, environment and priorities.</p> <p>Duties & Responsibilities:</p> <ol style="list-style-type: none"> a. Perform and write automated functional, system, regression, and integration testing b. Design, develop, and execute automated tests. c. Extend and enhance existing test automation frameworks and tools. d. Ensure test environments are prepared and ready for execution of test scenarios e. Execute test cases to validate system functionality prior to releasing to UAT/customers f. Work closely with engineering and QA to manage and improve the development pipeline by integrating with CI/CD tools. g. Triage, document and perform troubleshooting and diagnosis of defects reported by customers or internally to determine steps to reproduce. h. Execute regression testing to validate defect resolution and verify existing functionality is unaffected i. Identify, record, document test results to enable efficient resolution of defects j. Develop automated tests for regression and reproduction of defects k. Design, develop and execute automation scripts using open source tools. l. Liaise with internal teams (e.g. developers and project managers) to identify system requirements. m. Investigate the causes of non-conforming software n. Track quality assurance metrics, like defect densities and open defect counts. o. Document QA procedures for team. p. Other responsibilities as assigned
Qualifications	<ol style="list-style-type: none"> a. 4+ years of full-time professional experience with Testing Automation and Quality Assurance, and Testing Methodologies. b. Strong understanding of agile software development processes c. Strong technical skills, work ethic, independence, problem solving ability, and overall positive attitude. d. Excellent oral and written communication skills. e. Proficiency with programming languages f. Ability to manage multiple tasks with varying priorities g. Ability to communicate ideas in a variety of formats h. Proficiency with Financial Concepts, Business Math i. Strong organizational skills with the ability to multi-task in a fast-paced environment and manage priorities with deadlines. j. Adheres to Agile development methodology k. Proficiency with quality assurance terminology, methods and tools l. Perform code reviews
Education:	Bachelor's Degree in Computer Science, Engineering, or the equivalent combination of education, and successful work experience.
Technical Skills:	<ol style="list-style-type: none"> a. Microsoft Office products -- MS Word, Excel, PowerPoint, MS Visio and MS Project, Microsoft Teams, Power Automate.

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	<ul style="list-style-type: none"> b. Knowledge and understanding of SQL c. Proficient with Java, JSON, JUnit, TestNG d. Experience with Python, Selenium e. Experience with RPA and associated tools. f. Experience with Blue Prism, UIPath, RestEasy or similar API automation g. Experience with JMeter h. Experience with Git i. Experience Bash and SSH experience j. Experience with Jira and confluence
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CLIN	Q015
Title	Test Automation Engineer – Lead (TAE – Lead)
Duties and Responsibilities	<p>The candidate is responsible for the design, development and execution of automated tests for distributed enterprise applications with external and internal interfaces utilizing Microservices and business automation patterns. As an active participant on a scrum team, the candidate is responsible for all aspects of quality assurance including test automation, and development of automated processes within a testing framework. This role works closely with software engineers, fellow QA engineers, DevOps engineers, infrastructure and security professionals. Flexibility to work collaboratively and knowledgeably with team members of each area is vital. The candidate documents and works to resolve problems, reports progress on problem resolution, devises improvements to current procedures, and develops models of possible future configurations. The candidate will focus on the automation for testing of the software built on a technology stack using industry standard tools. It is essential that this candidate have exceptional communication skills and be flexible and knowledgeable with technology, environment and priorities.</p> <ul style="list-style-type: none"> a. Perform and write automated functional, system, regression, and integration testing b. Design, develop, and execute automated tests. c. Extend and enhance existing test automation frameworks and tools. d. Ensure test environments are prepared and ready for execution of test scenarios e. Execute test cases to validate system functionality prior to releasing to UAT/customers f. Work closely with engineering and QA to manage and improve the development pipeline by integrating with CI/CD tools. g. Triage, document and perform troubleshooting and diagnosis of defects reported by customers or internally to determine steps to reproduce. h. Execute regression testing to validate defect resolution and verify existing functionality is unaffected i. Identify, record, document test results to enable efficient resolution of defects j. Develop automated tests for regression and reproduction of defects k. Design, develop and execute automation scripts using open-source tools. l. Liaise with internal teams (e.g. developers and project managers) to

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	<p>identify system requirements.</p> <p>m. Investigate the causes of non-conforming software</p> <p>n. Track quality assurance metrics, like defect densities and open defect counts.</p> <p>o. Document QA procedures for team.</p> <p>p. Other responsibilities as assigned</p>
Qualifications	<p>Experience:</p> <p>b. 7+ years of full-time professional experience with Testing Automation and Quality Assurance, and Testing Methodologies.</p> <p>c. Strong understanding of agile software development processes</p> <p>d. Strong technical skills, work ethic, independence, problem solving ability, and overall positive attitude.</p> <p>e. Excellent oral and written communication skills.</p> <p>f. Proficiency with programming languages</p> <p>g. Ability to manage multiple tasks with varying priorities</p> <p>h. Ability to communicate ideas in a variety of formats</p> <p>i. Proficiency with Financial Concepts, Business Math</p> <p>Proficiency:</p> <p>1. Strong organizational skills with the ability to multi-task in a fast-paced environment and manage priorities with deadlines.</p> <p>2. Adheres to Agile development methodology</p> <p>3. Proficiency with quality assurance terminology, methods and tools</p> <p>4. Perform code reviews</p>
Education:	Bachelor's Degree in Computer Science, Engineering, or the equivalent combination of education, and successful work experience.
Technical Skills:	<p>a. Microsoft Office products - MS Word, Excel, PowerPoint, MS Visio and MS Project, Microsoft Teams, Power Automate.</p> <p>b. Knowledge and understanding of SQL</p> <p>c. Proficient with Java, JUnit, TestNG</p> <p>d. Experience with Python, Selenium</p> <p>e. Experience with RPA and associated tools.</p> <p>f. Experience with Blue Prism, UiPath, RestEasy or similar API automation</p> <p>g. Experience with JMeter</p> <p>h. Experience with Git</p> <p>i. Experience Bash and SSH experience</p> <p>j. Experience with Jira and confluence</p>

CLIN	Q016
Title	Test Engineer/QA Analyst – Journeyman (TE/QA An-Jrny)
Duties and Responsibilities	<p>As part of the OCFO technology team, the Test Engineer/QA Analyst – Journeyman will be performing the quality assurance activities for two primary systems – Tax system and core financial system and other related applications. The Test Engineer/QA Analyst Journeyman will become fully familiar with all the functional requirements of all the applications and will be responsible for planning, writing, and executing QA and QC plans and test cases for the mainframe-based</p>

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	<p>applications as well as other web-based applications; fully understand the internal and external software processes; design test plans, review functional requirement documentation and pre test cases for project team review; submit, regress, and verify defects; test database interactions at both the end-user and back-end levels; work with development engineers to create scripts to facilitate ad hoc testing as well as provide valuable input on creating more sophisticated, cross-platform QA tools which will assist the manual test process; be experienced in performance and capacity testing; and be proactive and exercise flexibility and multi-tasking ability in a high stress environment.</p> <ul style="list-style-type: none"> a. Evaluates, recommends, and implements automated test tools and strategies; b. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met; c. Develops, maintains, and upgrades automated test scripts and architectures for application produces. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports; d. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications; e. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selections.
Qualifications	<ul style="list-style-type: none"> a. 6-10 years designing, implementing and conduct tests to ensure system requirements are met for complex software/hardware applications (Required) b. 6-10 years creating and maintaining automated test scripts (Required) c. Experience in QA and QC methodologies (Required) d. Experience in JCL, CICS, Batch and online environment (Required) e. Current hands-on mainframe testing experience (Required) f. Experience in internet/web-related applications testing (Required) g. Experience with databases -- DB2, Oracle, SQL (Required) h. Highly proficient in Windows/Unix/Linux environment (Required) i. Client/server-based application testing experience (Required) j. Experience in backend/black box testing (Required) k. Testing tools – Quality Center, Load Runner (Highly Desired) l. Experience with Agile and iterative development (Desired) m. Scripting skills in at least one language – HTML, .NET (Desired)
Education	<ul style="list-style-type: none"> a. Bachelor's Degree in IT or related field, or b. The equivalent combination of education and successful work experience

CLIN	Q017
Title	Test Engineer/QA Analyst – Master (TE/QA An – Mas)
Duties and Responsibilities	As part of the OCFO technology team, the Test Engineer/QA Analyst Master will be performing the quality assurance activities for our Tax system, our core financial system and other related systems/applications. The Test Engineer/QA Analyst Master is responsible for performing system testing for Operational maintenance/enhancements and new Enterprise level projects. The Test Engineer Master/QA Analyst should become fully familiar with the functional requirements

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	<p>of all the applications and will be responsible for planning, writing, and executing QA and Quality Control (QC) plans and test cases for our mainframe- based applications as well as other current technology-based applications. The Test Engineer Master/QA Analyst must be able to provide Business Analytical support for interpreting our core business client's applications and be able to translate and document these results in business requirements; fully understand the internal and external software processes; be proficient in various phases of testing – such as Unit, System, Functional, Integration and Regression; design test plans, review functional requirement documentation and present test cases for project team review; be able to submit, verify and do regression testing for defects that reside in the QA repository; work with development engineers to create scripts to facilitate <i>ad hoc</i> testing and reporting; have experience in using HP ALM/Quality Center tool in building requirements and test repositories; be proactive, exercise flexibility and be able to multi-task within a high stress environment; work with business user units to gather and document detailed requirements; and develop and apply requirements analysis strategies.</p> <ul style="list-style-type: none"> a. Evaluations, recommends, and implements automated test tools and strategies. b. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. c. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. d. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. e. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection
Qualifications	<ul style="list-style-type: none"> a. 16+ years designing, implementing, and conducting tests to ensure system requirements are met for complex software/hardware applications (Required) b. 16+ years creating and maintaining automated test scripts (Required) c. 15+ years of experience in Quality Assurance and Quality Control methodologies (Required) d. 16+ years demonstrating ability to design and execute test plans by attending technical/functional requirements review for complex software applications (Required) e. 16+ years strong analytical skills and experience with QA metrics, such as defect profiles and performance to entry/exit criteria (Required) f. 16+ years ability to work collaboratively and effectively across matrix organizations in a fast-paced and schedule-driven environment (Required) g. 7+ years current hands-on mainframe testing experience in JCL, CICS, Batch environment (Required) h. 10+ years of experience in internet/web-related applications testing (Required) i. 8+ years of experience in client/server-based application testing

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	<p>(Required)</p> <p>j. 10+ years of experience in backend/black box testing (Required)</p> <p>k. 5+ years of experience in Performance Testing Tools – Load Runner, ALM Performance Center (Required)</p> <p>l. 15+ years of experience in wring SQL queries in databases – DB2, Oracle, SQL (Required)</p> <p>m. 8+years of application requirements and Enterprise Architecture experience (Required)</p> <p>n. 12+ years of experience documenting and tracking customer requirements in the form of detailed functional requirements (Required)</p> <p>o. 10+ years of experience with Quality Center testing tool in building requirements and test case repositories (Required)</p> <p>p. 13+ years of effecting using defect tracking Customer Relationship Management (CRPM) tools such as Quality Center (Required)</p> <p>q. 3+ years of experience in automated testing (Required)</p> <p>r. 5+ years Business Analyst skill set that consists of creating business requirements documents as well as requirement traceability matrix (Required)</p> <p>s. 5+ years QA and Business Analyst Certification (Highly Desired)</p>
Education:	<p>a. Bachelor’s Degree in Information Technology or related field, or</p> <p>b. The equivalent combination of education and successful work experience</p>

T - Technical Job Family

CLIN	T001
Title	.NET Developer – Journeyman (.NET Dev – Jrny)
Duties and Responsibilities	<p>The .NET Developer role requires a service-oriented mentality, high sense of ownership of the problems and requests assigned, focus on managing and resolving issues in alignment with the SLAs, establishing and maintaining communication with technology customers to keep them updated with status of their requests, initiating and performing changes on production systems and proactively escalating any issues that cannot be resolved within the established timeframes. Will work closely with client and various District agencies to define need or problem and analyzes problems and advise on or recommend solutions.</p>
Qualifications	<p>a) Utilize established development tools, guidelines and conventions including but not limited to Visual Studio, ASP.NET, ASP.NET Ajax toolkit, Telerik RADGRID, SQL Server, HTML, CSS, JavaScript, and C#/VB.NET</p> <p>b) Design, code and test new Windows and web software applications</p> <p>c) Enhance existing systems by analyzing business objectives, preparing an action plan and identifying areas for modification and improvement</p> <p>d) Create technical specifications and test plans</p> <p>e) Solid Technical understanding of ASP.NET Ajax platform and experience developing .NET applications using Telerik RadGrid</p> <p>f) Understanding of the full application lifecycle from inception through maintenance</p> <p>g) Communicate effectively with clients</p> <p>h) Understand and apply design and modeling concepts at the system level</p>

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	<ul style="list-style-type: none"> i) Strong documentation and basic unit testing skills j) Work with development team, users, and business analysts to analyze complex problems and define solutions. k) Solid understanding of architecture of web applications, object-oriented designs and concepts and relational database design. l) 4+years in all the above required qualifications.
Technical Skills:	<ul style="list-style-type: none"> a) ASP.NET, ASP.NET Ajax, Telerik RAD controls, SQL, HTML, CSS, JavaScript, C#/VB.NET, SharePoint b) SQL Server Management Studio, SQL developer, JavaScript, Visual Studio, Visual SourceSafe, Subversion, HP Quality center, SharePoint c) MS SQL 2010, MS SQL 2012, Oracle11g, Informatica

CLIN	T002
Title	.NET Developer Senior (.NET Dev Sr.)
Duties and Responsibilities	<p>The .NET Developer role requires a service- oriented mentality, high sense of ownership of the problems and requests assigned, focus on managing and resolving issues in alignment with the SLAs, establishing and maintaining communication with technology customers to keep them updated with status of their requests, initiating and performing changes on production systems and proactively escalating any issues that cannot be resolved within the established timeframes. Will work closely with client and various District agencies to define need or problem and analyzes problems and advise on or recommend solutions.</p>
Qualifications	<ul style="list-style-type: none"> a) Utilize established development tools, guidelines and conventions including but not limited to Visual Studio, ASP.NET, ASP.NET Ajax toolkit, Telerik RADGRID, SQL Server, HTML, CSS, JavaScript, and C#/VB.NET b) Design, code and test new Windows and web software applications c) Enhance existing systems by analyzing business objectives, preparing an action plan and identifying areas for modification and improvement d) Create technical specifications and test plans e) Solid Technical understanding of ASP.NET Ajax platform and experience developing .NET applications using Telerik RadGrid f) Understanding of the full application lifecycle from inception through maintenance g) Communicate effectively with clients and interact with client's Senior Management Team h) Understand and apply design and modeling concepts at the system level i) Strong documentation and basic unit testing skills j) Work with development team, users, and business analysts to analyze complex problems and define solutions. k) Solid understanding of architecture of web applications, object-oriented designs and concepts and relational database design. l) 8+years for all the above Except e) 5+years
Technical Skills	<ul style="list-style-type: none"> a) ASP.NET, ASP.NET Ajax, Telerik RAD controls, SQL, HTML, CSS, JavaScript, C#/VB.NET, SharePoint b) SQL Server Management Studio, SQL developer, JavaScript, Visual Studio, Visual SourceSafe, Subversion, HP Quality center, SharePoint c) MS SQL 2010, MS SQL 2012, Oracle11g, Informatica

POSITION DESCRIPTIONS

CLIN	T003
Title	Applications Developer (App. Dev.)
Duties and Responsibilities	<p>The Contractor shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Determine and document end-user requirements; translate requirements into technical specifications. 2. Analyze, design, develop, test, and implement custom software solutions and applications. 3. Design and develop business automation processes, interfaces, reports, cubes, and extract, transfer and load routines. 4. Provide support for existing custom applications. 5. Develop technical specifications and test plans 6. Document software and provide associated training to end users. 7. Perform related responsibilities as required or assigned.
Education:	<ol style="list-style-type: none"> 1. Bachelor's Degree in Computer Science or related field or 6+ years of experience in the Software field 2. At least 12+ years of experience designing, developing, and testing software applications 3. At least 10+ years designing and developing web applications using NET Framework, Telerik Controls, Web APIS, MVC architecture, Micro Services, etc.
Qualifications:	<ol style="list-style-type: none"> 1. At least 12 Years of experience working with .Net Framework, ASP.net, JavaScript, TypeScript, HTML and Visual Studio. 2. Experience working with web application frameworks (Angular preferred). 3. Design, build and test custom applications 4. Extensive experience working with Oracle Database and tools. 5. Proficient SQL query skills. 6. Experience working with Telerik Controls, integrating with .NET framework, MVC architecture, Micro Services, working with Visual Studio and/or other IDEs for rapid development. 7. Understanding of the full application lifecycle from inception through maintenance 8. Work with other development team members, users, and business analysts to analyze complex problems and define solutions. 9. Solid understanding of the architecture of web applications, object-oriented designs and concepts and relational database design. 10. Excellent analytical and problem-solving skills 11. Detail oriented with the ability to manage multiple tasks simultaneously. 12. Excellent oral and written communication skills. 13. Ability to work independently with minimal supervision.

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CLIN	T004
Title	Azure Cloud Engineer (Azure CE)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Architect, design, deploy, and manage Azure Gov IaaS, SaaS & PaaS services, and solutions. 2. Hands on role to implement and maintain Azure Gov Cloud tenant, including workloads migration (VMware) from on-perm to cloud. 3. Manage overarching product/platform architectures and ensure design and development of all projects follow the architectural vision. 4. Conduct analysis, design and implementation of infrastructure and cloud data center solutions including computing, networking, routing, and security. 5. Design and support solutions in cloud and virtualized computing environments with and understanding of hybrid cloud architectures. 6. Successfully communicate, evangelize, and implement the architectural vision across teams. 7. Provide technical leadership and work with team direction on projects with a high level of complexity. 8. Create a well-informed cloud strategy and manage the adaptation process. 9. Provide cost management of Azure Gov services and implementation of a tagging strategy for Cloud Resources and Assets with an associated taxonomy in support of cost rebilling, reporting, and compliance. 10. Proficient in core Microsoft technologies including Windows, Windows server administration, Active Directory, Identity and Access Management, DNS, SQL 11. Design, build, upgrade, and decommission various Windows and Linux systems, features, and services including but not limited to: <ol style="list-style-type: none"> a. Active Directory (Azure AD) b. Azure Storage (Blob, Files, Disks) c. App Services d. BCDR (Azure Backup, Azure Site Recovery, Recovery Vaults) e. Networking (vNets, Subnets, Express Route) f. Virtual Machines 12. Provide liaise effectively with 3rd party suppliers and support providers to ensure issues and solutions are provided within expected service levels. 13. Create supporting documentation for various audiences with the ability to multi-task and be creative and innovative in a dynamic, fast paced team environment. 14. Knowledge of RESTful API, Web Services, XML, JSON.
Education:	<ol style="list-style-type: none"> 1. Bachelor's or Master's Degree in Information Technology or Computer Science 2. The equivalent combination of education and successful work experience (10 years) and 3. Microsoft AZURE Certification in specialized areas is Preferred

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Qualifications:	<ol style="list-style-type: none"> 1. Minimum (3) years of experience in design and maintenance of public/Gov cloud solutions with a focus on Microsoft Azure (Gov preferred) IaaS, PaaS service like Database services, Kubernetes etc. 2. Understand the terminologies and how to navigate IP subnetting, Network Security Group, routing, Azure Firewall, load balancing, DNS, and other networking concepts and protocols, 3. Excellent technical architecture skills, enabling the creation of future-proof, complex global solutions, and Strong Experience across Applications Migration (On-Perm VMware) to Azure (Gov Cloud Preferred). 4. Minimum (3) years of experience providing IT administration and/or engineering services managing Windows and Linux Servers and Services. 5. Expert knowledge of Azure CLI PowerShell, ARM Templates, Azure Networking, Azure Virtual Networks, and Site-to-Site-VPN. 6. Intermediate knowledge of Azure DevOps configuration and Management, Azure Security Center, and Azure Identity Management, including Azure AD, Azure AD B2C, SSO. 7. Experience with cloud monitoring including Azure Log Analytics, Azure Monitor, and Application insights. 8. Experience implementing Dev OPS practices including Infrastructure-As-Code (IAC), Continuous Integration / Continuous Deployment (CI / CD), and automated testing. 9. Knowledge of network technologies as they relate to AWS. 10. Knowledge of security policies, network security, data security and security event management to adopt cloud security services 11. Experience in Terraform and/or Ansible and/or Azure Gov cloud / AWS CloudFormation IaC tools. 12. Script Experience - PowerShell, Python, Bash, or similar. Pyspark experience preferred. 13. Experience with relational databases such as MS SQL <p>Technical Skills:</p> <ol style="list-style-type: none"> 1. Ability to exercise independent judgment and take action on it. 2. Excellent analytical and creative problem-solving skills. 3. Excellent listening, interpersonal, written, and oral communication skills. 4. Logical and efficient, with keen attention to detail. 5. Highly self-motivated and directed. 6. Ability to effectively prioritize and execute tasks while under pressure. 7. Strong customer service orientation. 8. Experience working in a team-oriented, collaborative environment.
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CLIN	T005
Title	Certified Azure Cloud Engineer (Cert. Azure CE)
Duties and Responsibilities	The incumbent shall perform the following duties and responsibilities:

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	<ol style="list-style-type: none"> 1. Architect, design, deploy, and manage Azure Gov IaaS, SaaS & PaaS services, and solutions. 2. Hands on role to implement and maintain Azure Gov Cloud tenant, including workloads migration (VMware) from on-prem to cloud. 3. Manage overarching product/platform architectures and ensure design and development of all projects follow the architectural vision. 4. Conduct analysis, design and implementation of infrastructure and cloud data center solutions including computing, networking, routing and security. 5. Design and support solutions in cloud and virtualized computing environments with an understanding of hybrid cloud architectures. 6. Successfully communicate, evangelize and implement the architectural vision across teams. 7. Provide technical leadership and work with team direction on projects with a high level of complexity. 8. Create a well-informed cloud strategy and manage the adaptation process. 9. Cost management of Azure Gov services and implementation of a tagging strategy for Cloud Resources and Assets with an associated taxonomy in support of cost rebilling, reporting, and compliance. 10. Proficient in core Microsoft technologies including Windows, Windows server administration, Active Directory, Identity and Access Management, DNS, SQL 11. Design, build, upgrade, and decommission various Windows and Linux systems, features, and services including but not limited to: <ol style="list-style-type: none"> a. Active Directory (Azure AD) b. Azure Storage (Blob, Files, Disks) c. App Services d. BCDR (Azure Backup, Azure Site Recovery, Recovery Vaults) e. Networking (vNets, Subnets, Express Route) f. Virtual Machines 12. Liaise effectively with 3rd party suppliers and support providers to ensure issues and solutions are provided within expected service levels. 13. Create supporting documentation for various audiences with the ability to multi-task and be creative and innovative in a dynamic, fast paced team environment. 14. Knowledge of RESTful API, Web Services, XML, JSON.
Education:	<ol style="list-style-type: none"> 1. Bachelor's or Master's Degree in Information Technology or Computer Science 2. The equivalent combination of education and successful work experience (10 years) and 3. Microsoft AZURE Certification in specialized areas is a Must
Qualifications	<ol style="list-style-type: none"> 1. Minimum (3) years of experience in design and maintenance of

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	<p>public/Gov cloud solutions with a focus on Microsoft Azure (Gov preferred) IaaS, PaaS service like Database services, Kubernetes etc.</p> <ol style="list-style-type: none"> 2. Understand the terminologies and how to navigate IP subnetting, Network Security Groups, routing, Azure Firewall, load balancing, DNS, and other networking concepts and protocols 3. Excellent technical architecture skills, enabling the creation of future-proof, complex global solutions and Strong Experience across Applications Migration (On-Perm VMware) to Azure (Gov Cloud Preferred) . 4. Minimum (3) years of experience providing IT administration and/or engineering services managing Windows and Linux Servers and Services. 5. Expert knowledge of Azure CLI PowerShell, ARM Templates, Azure Networking, Azure Virtual Networks, and Site-to-Site-VPN. 6. Intermediate knowledge of Azure DevOps configuration and Management, Azure Security Center, and Azure Identity Management, including Azure AD, Azure AD B2C, SSO. 7. Experience with cloud monitoring including Azure Log Analytics, Azure Monitor, and Application insights. 8. Experience implementing DevOPS practices including Infrastructure-As-Code (IAC), Continuous Integration / Continuous Deployment (CI / CD), and automated testing. 9. Knowledge of network technologies as they relate to AWS. 10. Knowledge of security policies, network security, data security and security event management to adopt cloud security services 11. Experience in Terraform and/or Ansible and/or Azure Gov cloud / AWS CloudFormation IaC tools. 12. Script Experience - PowerShell, Python, Bash, or similar. Pyspark experience preferred. 13. Experience with relational databases such as MS SQL <p>Technical Skills</p> <ol style="list-style-type: none"> 1. Ability to exercise independent judgment and take action on it. 2. Excellent analytical and creative problem-solving skills. 3. Excellent listening, interpersonal, written, and oral communication skills 4. Logical and efficient, with keen attention to detail 5. Highly self-motivated and directed. 6. Ability to effectively prioritize and execute tasks while under pressure. 7. Strong customer service orientation. 8. Experience working in a team-oriented, collaborative environment
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CLIN	T006
Title	Cloud Solutions Architect (Cloud Solution Arch.)
Duties and	The Contractor shall perform the following duties and responsibilities:

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Responsibilities	<ol style="list-style-type: none"> 1. Maintain in-depth knowledge of company's strategic business plans. 2. Provide architectural consulting expertise, direction, and assistance to systems analysts, IT cloud engineers, and other systems architects. 3. Document and develop in-depth knowledge of company's existing IT cloud architecture/infrastructure, and technology portfolio. 4. Develop and manage an IT cloud infrastructure capacity plan. 5. Develop, document, communicate, and enforce a cloud technology standards policy. 6. Conduct research on emerging cloud technologies in support of infrastructure development efforts and recommend technologies that will increase cost effectiveness and infrastructure flexibility. 7. Develop, document, make recommendations, and communicate plans for investing in IT cloud infrastructure, including analysis of cost reduction opportunities. 8. Design, develop, and oversee implementation of end-to-end IT cloud integrated systems. 9. Develop and execute test plans to check IT cloud infrastructure and systems technical performance. Report on findings and make recommendations for improvement. 10. Architect, design, deploy, and manage Azure Gov IaaS, SaaS & PaaS services, and solutions. 11. Liaise effectively with 3rd party suppliers and support providers to ensure issues and solutions are provided within expected service levels. 12. Create supporting documentation for various audiences with the ability to multi-task and be creative and innovative in a dynamic, fast paced team environment. 13. Knowledge of RESTful API, Web Services, XML, JSON.
Education:	<ol style="list-style-type: none"> 1. Bachelor's or Master's Degree in Information Technology or Computer Science 2. The equivalent combination of education and successful work experience (10 years) and 3. Microsoft AZURE Certifications in specialized areas is a Must
Qualifications:	<ol style="list-style-type: none"> 1. Excellent understanding of typical multi-tier architectures: web servers, caching, application servers, load balancers, and storage. 2. Understanding of Relational Database Management System (RDBMS) and NoSQL. 3. Knowledge of message queuing and Enterprise Service Bus (ESB). 4. Familiarity with loose coupling and stateless systems. 5. Understanding of different consistency models in distributed systems. 6. Knowledge of Content Delivery Networks (CDN). 7. Hands-on experience with core LAN/WAN network technologies. 8. Experience with route tables, access control lists, firewalls, NAT, HTTP, DNS, IP and OSI Network. 9. Knowledge of RESTful Web Services, XML, JSON.

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	<p>10. Familiarity with the software development lifecycle.</p> <p>11. Work experience with information and application security concepts, mechanisms, and tools.</p> <p>12. Awareness of end-user computing and collaborative technologies.</p> <p>13. Large-scale distributed systems architecture.</p> <p>14. System performance tuning.</p> <p>15. Information and application security concepts including public key encryption, remote access, access credentials, and certificate-based authentication.</p> <p>16. Experience implementing DevOPS practices including Infrastructure-As-Code (IAC), Continuous Integration / Continuous Deployment (CI / CD), and automated testing.</p> <p>17. Knowledge of network technologies as they relate to AWS.</p> <p>18. Knowledge of security policies, network security, data security and security event management to adopt cloud security services</p> <p>19. Experience in Terraform and/or Ansible and/or Azure Gov cloud / AWS CloudFormation IaC tools.</p> <p>20. Script Experience - PowerShell, Python, Bash, or similar. Pyspark experience preferred.</p> <p>21. Experience with relational databases such as MS SQL</p>
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CLIN	T007
Title	Cognos 10/Tableau/.NET Specialist – Junior (Cog10/Tab/.Net Spec - Jr.)
Duties and Responsibilities	<p>a. Support the OCIO by participating in teleconferences, web-ex sessions and when necessary on-site.</p> <p>b. Provide technical research and analysis of any software issue that threatens the budget build or the CAFR process, to include a recommended solution to the issue and the ability to implement a solution.</p> <p>c. Provide support for the creation of the OCFO Budget Book and the creation of the Annual Report;</p> <p>d. Provide support for .Net applications, such as Budget Formulation Application (BFA), Capitol Asset Booking System (CABBS), Spending Plan Application (SPIN).</p> <p>e. Provide support for the Cognos 11.7 and tableau reporting.</p>
Qualifications	<p>Required Experience:</p> <p>a. 10+ years of experience in Modeling Enterprise-Wide Data Warehouse.</p> <p>b. 10+ years of experience in Cognos 11.7</p> <p>c. 10 + years of experience in Cognos BI applications (BI framework Manager)</p> <p>d. 5+ years of experience in Tableau 10 desktop (certified) and server professional.</p> <p>e. 5+ years of experience in Tableau developer and administrator.</p> <p>f. 10 + years of experience in Public Sector Financial systems.</p> <p>g. 10 + years of experience in Informatica 10.</p> <p>h. 10+ years of experience in .Net/ASP and Visual Basic</p>

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	<p>Required Knowledge:</p> <ul style="list-style-type: none"> a. The Contractor shall possess sufficient knowledge of the District's budget and Annual Report process. b. The Contractor shall have an in-depth knowledge of the technical design and workflows of the Budget Formulation Application (BFA), Capital Asset Booking System (CABBS), and Spending Plan application (SPIN). The Contractor shall have experience in modifying or customizing the BFA, CABBS, and SPIN applications.
Technical Skills:	<ul style="list-style-type: none"> a. System Software: Cognos 10.2, 11.7, Tableau 2020.1.6, IIS, Windows 2016 b. Development tools: Cognos-Framework manager, Visual Studio, .Net/ASP/Visual Basic c. Informatica 9.610 ETL scripting Perl, Oracle Data Modeler, SQL Developer d. Database: Oracle 11g RAC

CLIN	T008
Title	Cognos 10/Tableau/.NET Specialist – Senior (Cog10/Tab/.Net Spec - Sr.)
Duties and Responsibilities	<ul style="list-style-type: none"> a. Support the OCIO by participating in teleconferences, web- ex sessions and when necessary on-site. b. Provide technical research and analysis of any software issue that threatens the budget build or the CAFR process, to include a recommended solution to the issue and the ability to implement a solution. c. Provide support for the creation of the OCFO Budget Book and the creation of the Annual Report; d. Provide support for .Net applications, such as Budget Formulation Application (BFA), Capitol Asset Booking System (CABBS), Spending Plan Application (SPIN). e. Provide support for the Cognos 11.7 and tableau reporting. f. Responsible for the analysis, planning, design, and implementation of the Oracle enterprise structural framework for new systems g. Oversee build of data marts for reporting in Tableau and Cognos h. Provide support and direction for data exchange defined interfaces
Qualifications	<p>Required Experience:</p> <ul style="list-style-type: none"> a. 10+ years of experience in Modeling Enterprise-Wide Data Warehouse. b. 10+ years of experience in Cognos 11.7 c. 10 + years of experience in Cognos BI applications (BI framework Manager) d. 5+ years of experience in Tableau 10 desktop (certified) and server professional. e. 5+ years of experience in Tableau developer and administrator. f. 10 + years of experience in Public Sector Financial systems. g. 10 + years of experience in Informatica 10. h. 10+ years of experience in .Net/ASP and Visual Basic <p>Required Knowledge:</p> <ul style="list-style-type: none"> a. The Contractor shall possess sufficient knowledge of the District's budget and Annual Report process.

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	<ul style="list-style-type: none"> b. The Contractor shall have an in-depth knowledge of the technical design and workflows of the Budget Formulation Application (BFA), Capital Asset Booking System (CABBS), and Spending Plan application (SPIN). c. The Contractor shall have experience in modifying or customizing the BFA, CABBS, and SPIN applications.
Technical Skills	<ul style="list-style-type: none"> a. System Software: Cognos 10.2,11.7, Tableau 2020.1.6, IIS, Windows 2016 b. Development tools: Cognos-Framework manager, Visual Studio, .Net/ASP/Visual Basic c. Informatica 9.610 ETL scripting Perl, Oracle Data Modeler, SQL Developer d. Database: Oracle 11g RAC

CLIN	T009
Title	Enterprise EPM Solutions Architect (Ent EPM SA)
Description:	The Enterprise EPM Solutions Architect is an EPM expert capable of supporting a public sector implementation for budget formulation and execution.
Duties and Responsibilities:	<p>The Contractor shall perform the following duties and responsibilities:</p> <ul style="list-style-type: none"> a. Design and deliver an Oracle EPM Cloud functional and technical architecture strategy with leading practices throughout all phases of an Implementation. b. Hands-on formulation of business, functional and technical requirements to set the direction for corresponding and complementary solution delivery aligned to business goals. c. Apply business, functional and technical knowledge and expertise, working in collaboration with the engagement teams, in the implementation of business aligned/driven Oracle EPM Cloud solutions. d. Provide coaching, mentoring, and performance counseling to consultants and client team members. e. Other duties as assigned
Education:	1. A Bachelor's and/or Master's degree in Computer Science
Qualifications:	<p>Experience:</p> <ul style="list-style-type: none"> a. Minimum of fifteen (15) years of Oracle EPM Cloud/Hyperion experience, with 5+ years of hands-on experience as a Functional/Technical Architect implementing Oracle EPM Cloud/Hyperion. b. At least 5 years of experience implementing or pre-sales support for Oracle EPM Cloud. c. At least 3+ years of experience in implementing Oracle Hyperion/EPM Cloud for at least 3 state/local entities d. Excellent understanding of state/local budgeting processes such as personnel budgeting, line-item budgeting, and outcome-based budgeting. e. Excellent analysis skills and the ability to develop processes and methodologies. f. Demonstrated management, analytical, organization, interpersonal, and

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	<p>communication skills, and highly developed Microsoft Suite skills (Word, Excel) required.</p> <ul style="list-style-type: none"> g. Ability to engage effectively at the business level, provide exceptional client service, demonstrate commitment to continuous learning in order to stay current regarding applicable strategies, see the "big picture" as well as the details, and display appropriate ethical knowledge and commitment. h. Exhibit a sense of urgency and commitment to quality and the timely completion of projects. i. Ability to multi-task across many different projects and stakeholders, both internal and external. j. Preference for a candidate with Oracle Corporation work experience either in Presales, Consulting, or Product Development. <p>Technical Skills: System Software: MS Teams, MS Project, MS Office (Word, Excel, PowerPoint, SharePoint, Visio, Projects, etc.), Oracle EPM Cloud Suite and Oracle Hyperion Suite</p>
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CLIN	T010
Title	Gentax Developer (Gentax Dev)
Duties and Responsibilities	<p>The Gentax Developer supports the day-to-day projects within the Office of the Chief Information Officer. Some of the primary responsibilities of this role would include designing, modifies, developing, writing and implementing software programming applications and components</p> <ul style="list-style-type: none"> a) Support configuration of almost all aspects of the GenTax® system, including returns, letters, penalty, interest, transactions, customer types, workflow, screen layouts and window flow. b) Candidate must possess good understanding of different software development methodologies; both traditional and Agile. c) Other duties include requirement gathering and analysis, preparation of implementation specifications, source control, scripting, software debugging and testing; experienced in migrating component and configuration changes to upper environments. d) The incumbent will participate in project teams comprised of IT staff, OTR business unit staff, and vendor staff, establish business requirements for agency systems and provide technical solutions concerning complex problems. Plan, coordinate the installation, configuration, testing, and ongoing maintenance of business applications. Implement revisions to IT systems to sustain appropriate system performance. Write and maintain system database documentation, including data standards, procedures and definitions for the data dictionary. Incumbent need to be able to have effective communication with IT project managers, Business analysts, other programmers, operational staff, security staff, and business staff that are working on the solution. e) Ensure that designs are effective in addressing operational problems and provide high reliability and availability. Evaluate the feasibility of

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	<p>implementing new technologies within current environments. Install, configure, test, and implements vendor supplied modifications to existing database and tax application software. Develop and evaluate test data to validate program modifications. Follow change control and configuration management processes required for implementation of modifications to production systems.</p> <p>f) Troubleshoot and work with vendors to resolve issues with system availability, functionality and performance. Coordinate with vendors to implement new functionality and maintain current functionality. Resolve technical issues identified during audits. Monitor database and financial systems performance data and makes appropriate system tuning adjustments to optimize performance, and to correct and prevent problems. Consult changes to the operating environment such as new software or hardware installations. Work with security staff to document and implement processes and procedures to ensure compliance with District, OCIO and IRS security controls. Performs other duties as assigned.</p> <p>g) GenTax® is a registered trademark of Fast Enterprises, LLC</p>
Qualifications	<p>a. Implemented GenTax® discovery at a revenue state agency site. Specializing in creating new campaigns for collections</p> <p>b. Working knowledge of the following GenTax® modules for at least 3 years:</p> <ul style="list-style-type: none"> i. Discovery ii. Collections iii. Taxpayer Access Point (TAP) iv. General Ledger v. Registration vi. Returns vii. Fraud viii. Payments
Technical Skills	<ul style="list-style-type: none"> • Microsoft Certified Professional (MCP) • MS Visual Basic (.NET) • Oracle • MS SQL Server

CLIN	T011
Title	Imaging and ECM Specialist (Imaging ECM Spec.)
Duties and Responsibilities	<p>The District of Columbia Office Chief Financial Officer (OCFO) administers the District's taxes within the Office of Tax and Revenue (OR). Technical support of the automated tax administration functions is provided by the OCFO Office of the Chief Information Officer (OCIO). The OCIO requires immediate and continued contractual services to support the MITS used by the OTR to capture tax return data, image the paper tax returns and store the images. The MITS data capture and imaging functions are provided by the Integrated Data Capture Subsystem (IDCS). The IDCS supports the scanning, imaging, data capture, check encoding, data repair, data review and payment balancing processes for the District's paper tax returns. The image storage functions are provided by the FileNet p8 ECM. The FileNet P8 stores content such as images of paper tax returns and paper taxpayer correspondence as well as the key index information for these documents so that they may be viewed on-line.</p>

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	<ul style="list-style-type: none"> a) Develop, test and maintain IDCS tax form batch profiles per functional requirements and timeframes stipulated by OCIO. b) Design, develop, test and maintain IDCS tax form field validation and adjustment modules to support and augment tax form data normalization c) Develop, test and maintain software to insert and retrieve tax form data and processing metadata residing in the IDCS databases d) Provide operational analysis and support to assess, correct, and stabilize processes in the MITS production environment e) Maintain IDCS operational applications f) Assist vendor consulting engineers in requirements, testing, and production integration of upgrades and maintenance installations for COTS and custom applications related to IDCS g) Develop, maintain and utilize operational scripts and programs to evaluate and augment IDCS processing status and effectiveness h) Design, develop, test and maintain production IDCS monitoring software i) Perform tax form analysis to determine strategies to perform and improve Optical Character Recognition (OCR) / Image Character Recognition (ICR) scanning results j) Monitor and evaluate IDCS server and client machine operations and error conditions k) Train and assist IDCS operational support personnel l) Provide technical consulting and operational planning support to IDCS users m) The District's paper tax forms and taxpayer correspondence received by the OTR are scanned, imaged and data captured. The document images are then sent to FileNet to be stored and indexed for subsequent retrieval and viewing. The Contractor shall perform the following tasks related to FileNetP8 n) Design, develop, test and maintain interfaces for image storage and retrieval of current tax documents as well as additional tax documents and data stores related to new data sources. o) Apply patches and FIX packs if necessary, to the current version of the FileNet P8.
Qualifications:	<ul style="list-style-type: none"> 1. At least 6 years of experience supporting the Fairfax Imaging Quick Modules software that includes Quick Scan, QBT Input, Quick Input, Quick Enhance, Quick Capture, Quick Key, Quick Fill (Quick DBFill), Remit QDB Fill, Quick Balance, Quick FileNet, Quick Encode, and Quick Review. 2. At least 6 years of experience developing and maintaining tax form batch profiles, tax form field validation and adjustment modules, and monitoring software within systems supported by the Fairfax Imaging Quick Modules utilizing 3. Visual Studio, Visual Basic .net, Visual C++ 6.0, C#, .Net 2.5/3.5/4.0/4.5. 4. At least 6 years of Experience supporting software integration platforms between IBML, BancTec scanners and the Quick Modules as well as

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	<p>NCR Remittance scanners and the Quick Modules.</p> <ol style="list-style-type: none"> 5. At least 6 years of Experience with OCR/ICR. 6. At least 6 years of Experience in administration of FileNet P8 v5.0 and WebSphere v7.0 7. At least 6 years of working in planning, design, implementation, configuration, upgrades, migrations, troubleshooting and support of Enterprise Content Management systems (IBM FileNet P8 ECM including; Content Engine, Process Engine, WorkplaceXT). Experience in C#.NET development using FileNet P8 CE and PE .NET APIs. 8. Strong Oracle and SQL skills.
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CLIN	T012
Title	Network Architect (Ntwk. Arch.)
Duties and Responsibilities	<p>Strategy & Planning</p> <ol style="list-style-type: none"> 1. Design and implement short- and long-term strategic plans to make certain network capacity meets existing and future requirements. 2. Develop, implement, and maintain policies, procedures, and associated training plans for network resource administration and appropriate use. 3. Develop and deploy methodologies for testing network performance and providing network performance statistics and reports. 4. Provide architectural consulting expertise, direction, and assistance to Network Analysts, Network Engineers, Network Administrators, and other Network Architects. 5. Conduct research on emerging technologies in support of network development efforts and recommend technologies that will increase cost effectiveness and network flexibility. 6. Develop, document, make recommendations, and communicate plans for investing in network technologies, including analysis of cost reduction opportunities. 7. Participate in the development of network strategies in collaboration with the executive team. 8. Conduct research and make recommendations on products, services, protocols, and standards in support of all network procurement and development efforts. 9. Ensure network services have sufficient capacity, stability, and agility to satisfy service level agreements with business units. 10. Create and maintain documentation as it relates to network configuration, network mapping, processes, and service records. <p>Acquisition & Deployment</p> <ol style="list-style-type: none"> 11. Plan, acquire, and coordinate installation of in-house and remote network devices and appliances across the organization's network. 12. Conduct research and make recommendations on network products, services, protocols, and standards in support of network procurement and development efforts. 13. Design company LANs, WANs, VMs, virtual networks, and wireless networks, including servers, routers, hubs, switches, UPSs, and other devices.

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	<p>14. Interact and negotiate with vendors, outsourcers, and contractors to secure network products and services.</p> <p>15. Recommend improvements and/or alternatives on the company's existing systems architecture and technology portfolio.</p> <p>16. Review new and existing network design projects and procurement or outsourcing plans for compliance with standards and architectural plans.</p> <p>Operational Management</p> <p>17. Establish and maintain regular written and in-person communications with the organization's executives, decision-makers, stakeholders, department heads, and end users regarding pertinent network activities.</p> <p>18. Direct and administrate a contingent of network analysts and technicians, and where necessary, conduct performance reviews and corrective action.</p> <p>19. Collaborate with end users and senior management to define business requirements for complex network development and gain buy-in for all network architecture plans.</p> <p>20. Manage and set priorities for the architectural design, maintenance of LANs, WANs, VMs, Internet, intranet, security, wireless implementations, and so on.</p> <p>21. Conduct feasibility studies for various upgrade projects, improvements, and other conversions</p>
Education:	<p>1. Bachelor's or master's degree in Information Technology or Computer Science</p> <p>2. The equivalent combination of education and successful work experience (15 years) and Cisco Certification in specialized areas is a Must.</p>

CLIN	T013
Title	OCI PAAS Administrator – Journeyman (OCI PASS AD – Jrny)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the OCI PAAS Administrator Journeyman:</p> <ul style="list-style-type: none"> a. The Solutions Network, OCI and Oracle Fusion Middleware Solution Specialist will be responsible for providing technical leadership and assistance for Oracle designing, architecting, creating and supporting the various services within Oracle Cloud Infrastructure supported by the district. b. This position will be focused on supporting the client engagements requiring Oracle Cloud Infrastructure and Oracle Fusion Middleware Administration. Also to support the applications and database needs for developing go to project solutions. c. Supported multiple operating systems such as Windows, UNIX, and Linux along with Oracle cloud and other cloud service provider platforms. d. Provide hands-on technical work this position that require assisting project teams with architecture design, upgrades, performance tuning, systems stabilization, documentation development and the creation of client deliverables. e. Design, assess, prototype, recommend and deliver enterprise-wide dynamically scalable, highly available, fault-tolerant, secure, and reliable solutions on Oracle Cloud Infrastructure to respond on business needs and new opportunities.

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	<ul style="list-style-type: none"> f. Build, test, automate and support the migration of workloads to Oracle Cloud Infrastructure (OCI). g. Design and automate the lifecycle of resources in Oracle Cloud Infrastructure: compute, network, storage etc. h. Apply automated configuration management and Infrastructure provisioning within OCI layer. i. Discover new strategies, address potential risks, recommend options and approaches that help Lowe's meet their Governance, Administration, Security and Management needs
Education:	Bachelor's degree in information technology or computer science or related field
Qualifications	<ul style="list-style-type: none"> 1. 7+ years' experience installing, configuring, administering, tuning, and troubleshooting Oracle Fusion Middleware products on Linux, UNIX and Windows environments. 2. 3+ years of hands-on experience working with Oracle Cloud Infrastructure (OCI) Platform. 3. 3+ years of experience having administration, policy defining, and other user administration tasks in OCI 4. At least 5+ years of experience in Oracle WebLogic server and knowledge of Oracle Fusion Middleware products like SOA, OBIEE, OBIA, WebCenter, OIM, etc. with a strong DBA background. 5. 3+ years of experience in using Enterprise Fusion Manager Middleware Control and other administration utilities. 6. 3+ years of experience creating and configuring OCI Compute service offering features like Virtual Machines. 7. 5+ years of experience in Release Management support for application implementation, installations, data migrations, and system software upgrades. 8. 3+ years of experience Management of Oracle Integration Cloud (OIC) and Platform as a Service environment 9. 3+ years of experience Monitoring of OIC and OCI 10. Excellent English verbal and written communication skills are required. <p>Proven skills as a team member on at least two or more full cycle implementations</p>

CLIN	T014
Title	OCI PAAS Administrator – Senior (OCI PaaS Ad – Sr.)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the OCI PAAS Administrator Senior:</p> <ul style="list-style-type: none"> a. The Solutions Network, OCI and Oracle Fusion Middleware Solution Specialist will be responsible for providing technical leadership and assistance for Oracle designing, architecting, creating and supporting the various services within Oracle Cloud Infrastructure supported by the district. This position will be focused on supporting the client engagements requiring Oracle Cloud Infrastructure and Oracle Fusion Middleware Administration, and also to support the applications and database needs for developing go to project solutions. Supported systems will span flavors of Windows, UNIX, and Linux along with

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	<p>Oracle cloud and other cloud service provider platforms. In addition to hands-on technical work this position will require providing assistance to project teams with architecture design, upgrades, performance tuning, systems stabilization, documentation development and the creation of client deliverables.</p> <ul style="list-style-type: none"> b. Design, assess, prototype, recommend and deliver enterprise-wide dynamically scalable, highly available, fault-tolerant, secure, and reliable solutions on Oracle Cloud Infrastructure to respond on business needs and new opportunities. c. Build, test, automate and support the migration of workloads to Oracle Cloud Infrastructure (OCI). d. Design and automate the lifecycle of resources in Oracle Cloud Infrastructure: compute, network, storage etc. e. Apply automated configuration management and Infrastructure provisioning within OCI layer. f. Discover new strategies, address potential risks, recommend options and approaches that help Lowe's meet their Governance, Administration, Security and Management needs.
Education:	Bachelor's degree
Qualifications:	<ul style="list-style-type: none"> 1. 9+ years' experience installing, configuring, administering, tuning, and troubleshooting Oracle Fusion Middleware products on Linux, UNIX and Windows environments. 2. 8+ years of hands-on experience on working with Oracle Cloud Infrastructure (OCI) Platform. 3. 8+ years of experience having administration, policy defining, and other user administration tasks in OCI 4. At least 10 years of experience in Oracle WebLogic server and knowledge of Oracle Fusion Middleware products like SOA, OBIEE, OBIA, WebCenter, OIM, etc. with a strong DBA background. 5. 8+ years of experience in using Enterprise Fusion Manager Middleware Control and other administration utilities. 6. 8+ years of experience creating and configuring OCI Compute service offering features like Virtual Machines. 7. 10+ years of experience in Release Management support for application implementation, installs, data migrations, and system software upgrades. 8. 5+ years of experience Management of Oracle Integration Cloud (OIC) and Platform as a Service environment 9. 5+ years of experience Monitoring of OIC and OCI 10. Excellent English verbal and written communication skills are required. 11. Proven skills as a team member on at least two or more full cycle implementations

CLIN	T015
Title	OCI PAAS Administrator – Master (OCI PaaS AD – Mas)
Duties and Responsibilities	The Contractor personnel shall perform the following duties and responsibilities for the OCI PAAS Administrator Master:

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	<ul style="list-style-type: none"> a. The Solutions Network, OCI and Oracle Fusion Middleware Solution Specialist will be responsible for providing technical leadership and assistance for Oracle designing, architecting, creating and supporting the various services within Oracle Cloud Infrastructure supported by the district. This position will be focused on supporting the client engagements requiring Oracle Cloud Infrastructure and Oracle Fusion Middleware Administration, and also to support the applications and database needs for developing go to project solutions. Supported systems will span flavors of Windows, UNIX, and Linux along with Oracle cloud and other cloud service provider platforms. In addition to hands-on technical work this position will require providing assistance to project teams with architecture design, upgrades, performance tuning, systems stabilization, documentation development and the creation of client deliverables. b. Design, assess, prototype, recommend and deliver enterprise-wide dynamically scalable, highly available, fault-tolerant, secure, and reliable solutions on Oracle Cloud Infrastructure to respond on business needs and new opportunities. c. Build, test, automate and support the migration of workloads to Oracle Cloud Infrastructure (OCI). d. Design and automate the lifecycle of resources in Oracle Cloud Infrastructure: compute, network, storage etc. e. Apply automated configuration management and Infrastructure provisioning within OCI layer. f. Discover new strategies, address potential risks, recommend options and approaches that help Lowe's meet their Governance, Administration, Security and Management needs.
Education:	Bachelor's degree
Qualifications:	<p>OCI PAAS Administrator Level 3</p> <ul style="list-style-type: none"> 1. 12+ years' experience installing, configuring, administering, tuning, and troubleshooting Oracle Fusion Middleware products on Linux, UNIX and Windows environments. 2. 12+ years of hands-on experience on working with Oracle Cloud Infrastructure (OCI) Platform. 3. 12+ years of experience having administration, policy defining, and other user administration tasks in OCI 4. At least 15 years of experience in Oracle WebLogic server and knowledge of Oracle Fusion Middleware products like SOA, OBIEE, OBIA, WebCenter, OIM, etc. with a strong DBA background. 5. 12+ years of experience in using Enterprise Fusion Manager Middleware Control and other administration utilities. 6. 12+ years of experience creating and configuring OCI Compute service offering features like Virtual Machines. 7. 15+ years of experience in Release Management support for application implementation, installs, data migrations, and system software upgrades. 8. 5+ years of experience Management of Oracle Integration Cloud (OIC) and Platform as a Service environment

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	<p>9. 5+ years of experience Monitoring of OIC and OCI</p> <p>10. Excellent English verbal and written communication skills are required.</p> <p>11. Proven skills as a team member on at least two or more full cycle implementations</p>
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CLIN	T016
Title	Oracle Cloud ERP Functional Architect (OC ERP Func Arch.)
Duties and Responsibilities	<p>The Contractor shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Manage all Functional aspects of Oracle Cloud implementation/support of the following modules: Cloud General Ledger, Cloud Accounts Payable, Cloud Accounts Receivable, Cloud Cash Management, Cloud Fixed Assets, Project Portfolio Management Cloud. 2. Analyze, design and configure best practice business needs through technology solutions 3. Interact with client teams to understand their requirement and design the robust solution 4. Develop an understanding of a client's current state process and develop future state technical recommendations. 5. Executing the day-to-day activities including process design, leading key configuration workshops, identifying Gaps, identify RICEW, and support testing 6. Participation in requirement gathering, analyzing business requirements, aligning business requirements and best practices to implement a functional solution 7. Contribute to continuous improvement and development of internal processes and intellectual property. 8. Define new and refine existing business processes 9. Participation in project planning, providing subject matter expertise, estimating work
Education:	<ol style="list-style-type: none"> 1. Bachelor's degree 2. Familiarity with state/local government accounting, financial, budget and grant training
Qualifications:	<ol style="list-style-type: none"> 1. The candidate should have a broad business background, good interpersonal communications skills and a thorough understanding of Oracle Fusion Cloud ERP. 2. 12+ years of experience in Oracle Cloud ERP/Oracle EBS with a minimum of 2+ full-lifecycle Oracle Cloud Financials implementation experience 3. Full life-cycle project development including Requirements, Design, Development, Testing and Roll-out 4. Knowledge of Enterprise Structures, module-specific configurations, ability to do requirement analysis and deliver functional design documents of the mentioned modules. 5. Ability to quickly understand the business requirement and to design

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	<p>functional concepts</p> <ol style="list-style-type: none"> 6. Excellent analytical and problem-solving skills. 7. Demonstrates experience in multiple business processes, ability to architect and design technology solutions and manage cross functional teams, projects, vendor management. 8. Ability to Lead and design Cloud ERP Project solution, manage all aspects of Oracle Fusion and financial applications, support, and operations, including planning, designing, implementing, integrating, testing, and supporting and maintaining various functions.
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CLIN	T017
Title	Oracle EPM Technical Narrative Report Specialist (Ora EPM Tech. – Narrative RS)
Duties and Responsibilities	<p>The Contractor shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Design and develop business rules, including Groovy rules for financials, workforce, projects, and custom cubes. 2. Configuring and developing with EPM Cloud Planning workforce module and associated business rules, forms, and integrations with PeopleSoft. 3. Design and develop reports, packages, doclets, using narrative reporting for annual financial reports and Budget book reports. 4. Configuring Financial close and consolidation modules in integration with Oracle ERP General ledger for developing annual financial reports. 5. Design, develop, and deploy EPM Planning, and Narrative reporting RestAPI using Groovy Scripting and business rules. 6. Expertise in Python scripts utilizing the EPM cloud RESTAPI and EPM Automate to extract, transform, and load ERP data into EPM planning using. Experience working with the Oracle ERP OIC as needed. 7. Design, develop, and support data integrations using data management, data exchange, and loading data for EPM cloud. 8. EPM planning integrations for ERP General ledger, budgetary control, and projects and awards modules, as well as experience integrating with PeopleSoft. 9. Analyze, debug, and interact with Oracle Support to resolve Oracle Planning environment and development issues. 10. Provide ongoing support throughout the SDLC process, including the development and maintenance of Oracle planning artifacts. 11. Assess the impact of potential changes and implement solutions to mitigate negative outcomes
Education:	Bachelor's Degree in MIS, Computer Science, Math, Engineering or comparable major or 4 Years of experience.
Qualifications:	<ol style="list-style-type: none"> 1. Minimum (12) years of technical experience with Oracle Budget Applications such as Hyperion, EPM Cloud, and EPBCS 2. Professional experience with 2+ large Hyperion, EPM Cloud, and Oracle

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	<p>Planning implementations in the Public Sector.</p> <ol style="list-style-type: none"> 3. Demonstrates intimate abilities and/or a proven record of developing management reporting, Dashboards, SmartView for Narrative reporting, Annual Report production and/or Budget Book production. 4. Minimum (5) years' experience developing planning forms, data management integrations, business rules, reports with EPM cloud and/or EPBCS planning, narrative reporting, and Financial close and consolidation applications. 5. Minimum (3) years' experience implementing Oracle EPM Groovy business rules 6. Minimum (3) years of technical experience with Oracle EPM, Hyperion, EPM Automate and Python to load/extract data and associated scripts. 7. Ability to interact with stakeholders, manage expectations, provide regular updates and conduct requirement definition sessions
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CLIN	T018
Title	Oracle Cloud ERP Functional Specialist (Ora Prod/Fun Spec)
Duties and Responsibilities	<p>This position is responsible for solving business problems, business architecture, process optimization, business rules, business cases, business requirements, organizational change (communications), and UAT. Formulates and defines systems scope and objectives based on user needs and a thorough understanding of business systems and industry requirements</p> <ol style="list-style-type: none"> A. This role to understand and document current business procedures and identify areas for improvement. This person will provide hands-on business process requirements analysis in support of Oracle Cloud ERP and related applications. B. In collaboration with internal departments and external resources, plans, designs and implements financial systems solutions. A thorough understanding of the current state of the organization is necessary before recommending changes related to implementing a new business solution. C. Under general supervision, formulate and define system scope and objectives through research. D. Responsible for the knowledge transfer of business requirements to the application developers. E. Able to make cogent arguments recommending a course of action F. The Business analyst needs to scour through enormous amounts of information in the business area they support to find the salient points. G. New business patterns happen all the time and detecting them can provide a significant advantage. The business analyst shall be able to identify and address the change in the business process H. The business analyst shall understand the variety of standard ideas and methods for requirements gathering and translate what the business wants into IT requirements and functional design specifications I. The business analyst shall be able to create trust between Business and IT teams. J. The business analyst shall assist in identifying and implementing various software solutions K. The business analyst shall provide application support for business users

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	<p>L. The business analyst shall have the ability to write conversion, interface, reports and extension functional design specification</p> <p>M. The business analyst shall have experience supporting data cleanup, data conversion and reconciliation activities</p> <p>N. The business analyst shall have experience supporting month-end and year-end activities, including reconciliation</p> <p>O. The business analyst shall be able to review design specifications developed by other analysts and provide feedback on design documents.</p> <p>P. The business analyst shall be able to write white papers and solution recommendations as needed</p> <p>Q. The business analyst shall be able to support testing and conduct training</p> <p>R. Formulates and defines systems scope and objectives based on user needs and a thorough understanding of business systems and industry requirements.</p> <p>S. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results</p> <p>T. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications.</p>
Education:	<ol style="list-style-type: none"> 1. Bachelor's Degree in IT, Finance, Business, Accounting or related field 2. Equivalent combination of education and successful work experience (12 years) 3. CPA certification preferred
Qualifications:	<ol style="list-style-type: none"> 1. 12+ years of Business Analyst experience 2. 12+ Years of Software Development Lifecycle experience 3. 12+ years of requirements gathering and documentation experience 4. 12+ years of MS Visio/Word/Excel/PowerPoint experience 5. 12+ years of Oracle Financials EBS/Cloud Suite experience 6. 12+ years of experience working as an Oracle Functional Subject Matter Expert/SME 7. 8+ years of experience providing production support for Oracle EBS/Cloud Application

CLIN	T019
Title	Oracle Integration Cloud Developer (Ora IC Dev)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Junior Oracle Integration Cloud Developer</p> <ol style="list-style-type: none"> a. Support the day-to-day operations, including help desk issues and end-user support. b. Develop Oracle integrations on OIC using file-based/REST/SOAP adapters c. Develop and deliver on Oracle Integration Cloud-based integrations with Oracle SaaS and 3rd Party applications d. Develop, unit test, performance tuning and implementation of Real-time and Batch integration e. Design and develop APIs for cloud, on-premises, and hybrid solutions using Oracle Integration Cloud (OIC) f. Build, audit, schedule, deploy and monitor integrations in OIC/ICS
Education:	A. Bachelor's Degree in Computer Science or related field or 3 years of experience in the Software field

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	B. At least 2 years of experience designing, developing, and testing of software applications
Qualifications:	<p>Oracle Integration Cloud Developer</p> <ol style="list-style-type: none"> 1. 1+ years of experience developing integration using Oracle SOA, OIC and other middleware suites 2. Experience working with Oracle Cloud Infrastructure (OCI) preferred 3. Ability to leverage pre-built integrations, cloud adapters, connections, SaaS applications, etc., in the solution 4. 1+ years of Experience with either Oracle EBS or Cloud Financial 5. 1+ years of experience with REST, API, SOAP, FBDI, PL/SQL, and the use of Oracle Cloud-delivered Web Services 6. Hands-on development experience with Oracle Database Cloud services (DBCS) and Managed File Transfer (MFT) 7. Experience with Oracle Data Integrator is a plus

CLIN	T020
Title	Oracle Integration Cloud Technical Specialist (Ora IC Tech Spec)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Oracle Integration Cloud Technical Specialist:</p> <ol style="list-style-type: none"> 1. Support the day-to-day operations, including help desk issues and end-user support. 2. Design and development of Oracle integrations on OIC using file-based/REST/SOAP adapters. 3. Develop and deliver on Oracle Integration Cloud-based integrations with Oracle SaaS and 3rd Party applications. 4. Design, develop, unit testing, performance tuning and implementation of Real-time and Batch integration. 5. Conceptualize technical design options, identify the best option, and complete the technical design specifications. 6. Design and develop Webservices/APIs for cloud, on-premises, and hybrid solutions using Oracle Integration Cloud (OIC). 7. Expertise in building, error handling, auditing, scheduling, deployment, monitoring/alert integrations in OIC/ICS, and support end-to-end testing of integrations. 8. Thorough knowledge of Mapping, Lookups, Connections, XSLT, Agents, Packages, and other features of OIC.
Education:	Bachelor's Degree in Computer Science or related field or 10 years of experience in the Software field
Qualifications:	<ol style="list-style-type: none"> a. At least 7 years of experience designing, developing, and testing of software applications b. 7+ years of experience with developing integration using Oracle SOA, OIC and other middleware suites c. End-to-end Oracle Integration Cloud (OIC) implementation experience with at least 1 end-to-end Oracle SaaS/PaaS/IaaS implementation project d. 3+ years of hands-on development and administration experience with technologies such as Oracle Integration Cloud (OIC) and Visual Builder Cloud Services (VBCS) in a SaaS environment e. 7+ years' experience with interfacing between Oracle Cloud or ERP and 3rd party systems

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	<ul style="list-style-type: none"> f. Experience working with Oracle Cloud Infrastructure (OCI) preferred g. 3+ years of experience working with Oracle SaaS modules such as procurement, financials, and/or projects. h. Ability to leverage pre-built integrations, cloud adapters, connections, SaaS applications, etc. in the solution i. 3+ years of experience with REST, API, SOAP, FBDI, PL/SQL, and the use of Oracle Cloud-delivered Web Services j. Hands-on development experience with Oracle Database Cloud services (DBCS) and Managed File Transfer (MFT) k. Experience with Oracle Data Integrator is a plus
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CLIN	T021
Title	Oracle SOA Suite/Tableau Developer (Ora SOA Ste/Tab Dev)
Duties and Responsibilities	<ul style="list-style-type: none"> a. Support the day-to-day operations, which will include help desk issues and end user support; b. Work closely with users to gather requirements; c. Develop and deliver on new SOA development projects, functional and technical solutions design, coding, unit testing, functional testing, performance tuning and implementation for Oracle SOA solutions; d. Responsible for designing, optimize, and develop and debug new web services; e. Support all new system implements as it relates to SOA interfaces; f. Design, develop and maintain Tableau report and dashboards; g. Support Tableau server development and deployment of dashboard and reports h. Responsible for deployment, migration, patching and maintenance of middleware applications;
Qualifications	<ul style="list-style-type: none"> a. 6+ years of experience with Oracle SOA suite b. 6+ years of experience with Oracle Web Logic c. 6+ years of experience with Oracle Rac 12C d. 6+ years of experience with J2EE/Java technologies (JSP, EJB, JMS, SOAP, web services, WSDL) e. 6 +years of experience with Oracle PL/SQL f. 5+ years of experience integrating applications across the OCIO enterprise g. 2+ years of experience with Tableau desktop 10 h. 2+ years of experience with Tableau server 10
Technical Skills:	<ul style="list-style-type: none"> a. System Software: Windows 2016, Linux (RedHat) b. Development tools: Jdeveloper, Oracle Weblogic 12C, Tableau Desktop

CLIN	T022
Title	Oracle Technical Specialist – Journeyman (Ora Tech Spec. – Jrny)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities:</p> <ul style="list-style-type: none"> a. Design and develop business rules, including Groovy rules for financials, workforce, projects, and custom cubes. b. Configuring and developing with EPM Cloud Planning workforce module and associated business rules, forms, and integrations with PeopleSoft.

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	<ul style="list-style-type: none"> c. Design, develop, and deploy EPM Planning forms and associated components, including dimensional design, Planning workflows, navigation, and approvals. d. Design and develop reports, packages, doclets, using narrative reporting for annual financial reports and Budget book reports. e. Configuring Financial close and consolidation modules in integration with Oracle ERP General ledger for developing annual financial reports. f. Design, develop, and deploy EPM Planning, and Narrative reporting RestAPI using Groovy Scripting and business rules. g. Expertise in Python scripts utilizing the EPM cloud RESTAPI and EPM Automate to extract, transform, and load ERP data into EPM planning using. Experience working with the Oracle ERP OIC as needed. h. Design, develop, and support data integrations using data management, data exchange, and loading data for EPM cloud. i. EPM planning integrations for ERP General ledger, budgetary control, and projects and awards modules, as well as experience integrating with PeopleSoft. j. Analyze, debug, and interact with Oracle Support to resolve Oracle Planning environment and development issues. k. Provide ongoing support throughout the SDLC process, including the development and maintenance of Oracle planning artifacts. l. Assess the impact of potential changes and implement solutions to mitigate negative outcomes.
Education:	<ul style="list-style-type: none"> 1. Bachelor's Degree in MIS, Computer Science, Math, Engineering or comparable major. 2. Solid foundation in Computer Science, with strong competencies in data structures, algorithms and software design.
Qualifications:	<ul style="list-style-type: none"> 1. Professional experience with 2+ large Hyperion, EPM Cloud, and Oracle Planning implementations at the State/Local or Federal level. 2. Minimum (7) years of technical experience with Oracle Budget Applications such as Hyperion, EPM Cloud, EPBCS, Planning Narrative reporting, data integrations, and data management. 3. Minimum (7) years' experience developing planning forms, data management integrations, business rules, reports with EPM cloud and/or EPBCS planning, narrative reporting, and Financial close and consolidation applications. 4. Minimum (3) years' experience developing and supporting Oracle EPM cloud, EPBCS, financials, workforce, and project modules along with the Oracle ERP budgetary control, and PPM modules. 5. Minimum (3) years' experience developing and supporting Oracle EPM cloud, Financial Close, and consolidation application supporting the creation of Annual report along with the Oracle ERP budgetary control and PPM modules. 6. Minimum (3) years' experience implementing Oracle EPM Groovy business rules utilizing RESTAPI, and EPM Automate for planning. 7. Minimum (3) years of technical experience with Oracle EPM, Hyperion, EPM Automate and Python to load/extract data and associated scripts. 8. Minimum (3) years' experience with FDMEE, data integration, loading data to EPM cloud, and integrating with ERP cloud and PeopleSoft applications.

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	<ol style="list-style-type: none"> 9. Minimum (3) years' experience developing and supporting Oracle EPM cloud, EPBCS, financials, workforce, and project modules for Federal, state/local budgeting entities. 10. Experience implementing one or more of Oracle Hyperion/Planning and Budgeting Cloud modules, EPM Modules such as: Financials, Line-item, Workforce, Position and employee-based budgets, Projects/awards/capital budgeting, for a Federal, public/private universities or State/Local entity. 11. Strong understanding of Business Process framework and a strong history of implementing solutions 12. Ability to interact with stakeholders, manage expectations, provide regular updates and conduct requirement definition sessions. 13. Experience with at least three of the following modules: Programming Skills: EPM Cloud or EPBCS, EPM Cloud Planning, Workforce, financials, Financial close and Consolidation, Narrative reporting. Groovy Scripting, Python Scripting, EPM Automate, EPM Data management, EPM Data integration, EPM business rules, EPM Groovy Business rules, Narrative reporting, Financial Reports, Oracle ERP Budgetary control, Oracle ERP Project Portfolio Management.
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CLIN	T023
Title	Oracle Technical Specialist – Senior (Ora Tech. Spec – Sr.)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> a. Design and develop business rules, including Groovy rules for financials, workforce, projects, and custom cubes. b. Configuring and developing with EPM Cloud Planning workforce module and associated business rules, forms, and integrations with PeopleSoft. c. Design, develop, and deploy EPM Planning forms and associated components, including dimensional design, Planning workflows, navigation, and approvals. d. Design and develop reports, packages, doclets, using narrative reporting for annual financial reports and Budget book reports. e. Configuring Financial close and consolidation modules in integration with Oracle ERP General ledger for developing annual financial reports. f. Design, develop, and deploy EPM Planning, and Narrative reporting RestAPI using Groovy Scripting and business rules. g. Expertise in Python scripts utilizing the EPM cloud RESTAPI and EPM Automate to extract, transform, and load ERP data into EPM planning using. Experience working with the Oracle ERP OIC as needed. h. Design, develop, and support data integrations using data management, data exchange, and loading data for EPM cloud. i. EPM planning integrations for ERP General ledger, budgetary control, and projects and awards modules, as well as experience integrating with PeopleSoft. j. Analyze, debug, and interact with Oracle Support to resolve Oracle Planning environment and development issues. k. Provide ongoing support throughout the SDLC process, including the development and maintenance of Oracle planning artifacts. l. Assess the impact of potential changes and implement solutions to mitigate negative outcomes.

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Education:	<p>a. Bachelor's Degree in MIS, Computer Science, Math, Engineering or comparable major.</p> <p>b. Solid foundation in Computer Science, with strong competencies in data structures, algorithms and software design.</p>
Qualifications:	<p>a. Professional experience with 3+ large Hyperion, EPM Cloud, and Oracle Planning implementations at the State/Local or Federal level.</p> <p>b. Minimum (12) years of technical experience with Oracle Budget Applications such as Hyperion, EPM Cloud, EPBCS, Planning Narrative reporting, data integrations, and data management.</p> <p>c. Minimum (12) years' experience developing planning forms, data management integrations, business rules, reports with EPM cloud and/or EPBCS planning, narrative reporting, and Financial close and consolidation applications.</p> <p>d. Minimum (8) years' experience developing and supporting Oracle EPM cloud, EPBCS, financials, workforce, and project modules along with the Oracle ERP budgetary control, and PPM modules.</p> <p>e. Minimum (8) years' experience developing and supporting Oracle EPM cloud, Financial Close, and consolidation application supporting the creation of Annual report along with the Oracle ERP budgetary control and PPM modules.</p> <p>f. Minimum (8) years' experience implementing Oracle EPM Groovy business rules utilizing RESTAPI, and EPM Automate for planning.</p> <p>g. Minimum (8) years of technical experience with Oracle EPM, Hyperion, EPM Automate and Python to load/extract data and associated scripts.</p> <p>h. Minimum (8) years' experience with FDMEE, data integration, loading data to EPM cloud, and integrating with ERP cloud and PeopleSoft applications.</p> <p>i. Minimum (8) years' experience developing and supporting Oracle EPM cloud, EPBCS, financials, workforce, and project modules for Federal, state/local budgeting entities.</p> <p>j. Experience implementing three or more of Oracle Hyperion/Planning and Budgeting Cloud modules, EPM Modules such as: Financials, Line-item, Workforce, Position and employee-based budgets, Projects/awards/capital budgeting, for a Federal, public/private universities or State/Local entity.</p> <p>k. Strong understanding of Business Process framework and a strong history of implementing solutions</p> <p>l. Ability to interact with stakeholders, manage expectations, provide regular updates and conduct requirement definition sessions.</p> <p>m. Experience with at least three of the following modules: Programming Skills: EPM Cloud or EPBCS, EPM Cloud Planning, Workforce, financials, Financial close and Consolidation, Narrative reporting. Groovy Scripting, Python Scripting, EPM Automate, EPM Data management, EPM Data integration, EPM business rules, EPM Groovy Business rules, Narrative reporting, Financial Reports, Oracle ERP Budgetary control, Oracle ERP Project Portfolio Management.</p>

CLIN	T024
Title	SharePoint Developer (SP Dev.)
Duties and	The SharePoint Developer is responsible for designing, developing, and

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Responsibilities	<p>maintaining SharePoint environments and related applications to meet business requirements. This role involves utilizing Microsoft technologies, including SharePoint, Power Platform (Power Apps, Power Automate, Power BI), and other related tools to deliver effective solutions. The developer will also support users, optimize system performance, and integrate various data sources and services.</p> <ol style="list-style-type: none"> 1. Develop and maintain SharePoint sites and applications, both on-premises and in SharePoint Online (O365). 2. Create custom solutions using Microsoft Power Platform, including Power Apps, Power Automate, and Power BI. 3. Design and implement user interfaces, controls, and custom components using ASP.NET and C#. 4. Re-write and modernize existing SharePoint solutions and workflows, including InfoPath forms and SharePoint Designer workflows, using Power Platform tools. 5. Proactively monitor and enhance SharePoint environments and related applications to improve functionality and performance. 6. Manage migrations from SharePoint on-premises to SharePoint Online (O365). 7. Develop and maintain SQL Server databases, including writing and optimizing SQL queries, stored procedures, and triggers. 8. Provide technical support and guidance to users and team members on SharePoint and Power Platform features and functionalities. 9. Assist power users in developing their own solutions using Power Platform tools. 10. Ensure best practices are followed and provide documentation for procedures and solutions. 11. Implement solutions integrating multiple data sources and services, including API and REST services. 12. Leverage out-of-the-box SharePoint features and customize web parts/pages using JavaScript, jQuery, HTML, and CSS.
Education:	Bachelor's degree in IT or Computer Science or related field, Master's degree preferred
Qualifications:	<ol style="list-style-type: none"> 1. 5+ years of experience with SharePoint development and administration (including both SharePoint 2013 on-premises and SharePoint Online). 2. 5+ years of experience with Power Platform tools (Power Apps, Power Automate, Power BI). 3. 5+ years of experience in SQL Server development, including writing complex queries and stored procedures. 4. 5+ years of experience using Visual Studio and related IDEs. 5. Proficiency in .NET Framework, ASP.NET, C#, XML, web services, and related technologies. 6. Strong understanding of SharePoint features, customization, and administration. 7. Experience with Microsoft Dynamics 365, Canvas Apps, Model-Driven Apps, and other Office 365 services. 8. Skilled in web development technologies including JavaScript, jQuery, HTML5, CSS3, and JSON. 9. Experience with API integrations and handling multiple data sources.

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	10. Familiarity with various content management systems and version control systems.
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CLIN	T025
Title	SQL Server Database Administrator (SQL Serv. DBA)
Duties and Responsibilities	<p>The SQL Server Database Administrator is responsible for:</p> <ul style="list-style-type: none"> a. Serving as part of the OCIO Tax systems group to maintain and monitor day-to-day operation of the OCFO SQL server database infrastructure and develop and maintain SQL reports; b. Implementing, configuring, and administering SQL Server databases; c. Collecting and reporting database metrics (e.g., performance, availability, and resource d. utilization); e. Monitoring SQL Server database metrics and proactively tuning the database environments; f. Monitoring database alerts, troubleshooting database issues and resolving database incidents within SLAs; g. Responding to and resolving support requests from developers and operations staff within SLAs h. Reviewing database logs and activity reports on a daily basis to ensure operational issues are identified and resolved within established SLAs; i. Performing post-incident reviews to identify recurring problems; j. Maintain and develop SSRS (SQL server Reports) for various Tax subsystems; k. Develop SSIS (SQL server Integration) scripts for database conversion from DB2 to SQL server for tax systems conversion; l. Upgrade and patch SQL servers timely based on Microsoft patching cycles; and m. Working with other technical staff
Qualifications	<ul style="list-style-type: none"> a. Third party Data Base Administrator (DBA) tools and applications (e.g., Erwin data modeler) experience (Three (3) years); b. Document processes, procedures and database structures (e.g., data topology, data dictionary) experience (Three (3) years); c. Scripting language PowerShell, VB Script, Windows Shell experience (Three (3) years); d. MS SQL Server 2008, 2008R2 or 2012 Database Administration experience (5 years); e. Performance Tuning and Query Optimization using Performance Monitor, SQL Profiler and other related monitoring and troubleshooting tools experience (Three (3) years); f. Detect and trouble SQL Server related CPU, memory, I/O, disk space and other forms of resource contention experience (Three (3) years); g. Perform backups, restores, recovery models, database shrink operations, DBCC commands, Clustering Database mirroring, Replication experience (3 years); h. SQL Development - ability to write and troubleshoot SQL Code and design (stored procedures, functions, tables, views, triggers, indexes, constraints) experience (Three (3) years);

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	<ul style="list-style-type: none"> i. Troubleshoot and resolve database integrity issues, performance issues, blocking and deadlocking, replication, long shipping, connectivity and security issues etc. experience (Three years); j. Expertise in Auditing, Credentials, Proxies and encryption k. Troubleshoot MS SQL Server and resolving database integrity, performance, blocking and deadlocking, replication, log shipping and connectivity issues experience (Three (3) years); l. Experience in converting DB2 to SQL server data replication;
Education:	A bachelor's degree. Certification: at least one of the following <ul style="list-style-type: none"> a. MCDBA b. MCSA c. MCITP

CLIN	T026
Title	Tableau/Cognos Specialist
Duties and Responsibilities	<p>This position is responsible for the design, development, and maintenance of reporting systems using Tableau and Cognos. This role involves converting reports, optimizing performance, supporting day-to-day operations, and collaborating with users to gather requirements and provide technical support. The specialist will manage the health of the reporting environments, including configuration, performance tuning, and system optimization.</p> <ul style="list-style-type: none"> 1. Design, develop, and optimize dashboards, reports, and data cubes using Tableau and Cognos. 2. Convert existing Cognos reports into Tableau dashboards and maintain analytic dashboards as needed. 3. Provide support for day-to-day reporting systems, including help desk issues and end-user support. 4. Manage Tableau and Cognos environments, including configuration, performance planning, and tuning across Development, UAT, and production environments. 5. Monitor system health and ensure the successful completion of nightly jobs and overall system stability. 6. Support new system implementations and integration of Tableau and Cognos with other applications and data sources. 7. Design and support Informatica ETL scripts and integrations. 8. Ensure smooth operation and integration of external and internal-facing reporting websites. 9. Work closely with users to gather reporting and dashboard requirements. 10. Provide support for creating and maintaining budget reports and applications, including the OCFO Budget book. 11. Assist with ad-hoc reporting requests and coordinate with personnel to resolve issues and improve user satisfaction. 12. Utilize .NET technologies and support related applications used in reporting and budgeting processes. 13. Optimize performance and troubleshoot issues within Tableau and Cognos environments. 14. Provide technical guidance and documentation for best practices.
Education:	Bachelor's Degree in IT or Computer Science (Master's degree preferred)

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Qualifications:	<ol style="list-style-type: none"> 1. 10+ years of experience with Cognos BI applications (including Cognos 11.7) and Tableau (including Tableau 10.x, desktop, and server). 2. 10+ years of experience in modeling enterprise-wide data warehouses and public sector financial systems. 3. 5+ years of experience in Informatica ETL scripting and .NET technologies (including ASP.NET and Visual Basic). 4. Proven track record in developing and optimizing dashboards, reports, and data integrations. 5. Expertise in Tableau and Cognos environment management, including configuration and performance tuning. 6. Strong knowledge of data analysis, visualization, and report development.
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CLIN	T027
Title	Technical Writer (Tech Writer)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Technical Writer:</p> <ol style="list-style-type: none"> a. Write and edit technical and end-user documents, including procedures, processes, functional descriptions, release documents, system specifications, reports, manuals, training, presentations, end-user communication messages and other program deliverables such as editing policy directives, strategic plans, and standard operating procedures b. Track the development and delivery of monthly, quarterly, and semiannual documents and reports; c. Perform technical edits and support quality reviews. d. Develop quality standards, graphics, format, and style for internal and external IT documents. e. Create customer service content, user guides, in-depth documentation on product features, FAQ reference materials f. Contribute to the organization's messaging strategy, crafting content guides for new products and features g. Understand new features, learn how they work, and document them in crisp, easy-to-follow language h. Improve existing documentation based on customer feedback. i. Interview subject matter experts and analyze complex information to understand the details of the platforms and technical information to be conveyed. j. Learn complex concepts and communicate information easily and clearly to internal employees and the end user community. k. Use visual models and tools to communicate workflows, communications, relations, and system operations. l. Performs other related duties as assigned. m. Must be detail oriented with strong analytical and problem-solving skills.
Education:	Bachelor's Degree in Computer Science or related field
Qualifications:	<p>Technical Writer</p> <ol style="list-style-type: none"> 1. 5+ years of experience as a Technical Writer 2. 5+ years of experience with documentation tools Microsoft Excel, Word and PowerPoint. 3. Excellent written communication and grammatical skills. Strong attention to detail is critical.

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	<ol style="list-style-type: none"> 4. Highly skilled in MS Suite software (Word, Excel, PowerPoint, Project, and Visio) to conduct all job responsibilities. 5. 3+ Years of hands-on experience with Adobe Acrobat Pro. Familiarity with Microsoft SharePoint. 6. Demonstrable ability to grasp technical concepts and make them easily understandable in text and pictures 7. 3+ Years of experience using content publishing tools to write, format, manage, and publish technical content on the web
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CLIN	T028
Title	Virtual Desktop Infrastructure Engineer (VDI Eng.)
Duties and Responsibilities	<p>Virtual desktop infrastructure (VDI) engineer is responsible for architecting, planning, and implementing desktop virtualization technology which enables users of endpoint devices to access an operating system and apps, delivered by a networked server or cloud data center</p> <ol style="list-style-type: none"> 1. Extensive experience in designing & supporting Azure Managed Services Operations. 2. Maintaining the Azure Active Directory and Azure AD authentication. 3. Azure update management – Handling updates/Patching. 4. Good understanding of Azure services (Azure App Service, Azure SQL, Azure Storage Account, etc.). 5. Understanding of load balancers, DNS, virtual networks, NSG and firewalls in cloud environment. 6. ARM templates writing, setup automation for resources provisioning. 7. Knowledge on Azure automation and Automation Desire State Configuration. 8. Good understanding of High Availability and Auto scaling. 9. Azure Backups and ASR (Azure Site Recovery) 10. Azure Monitoring and Configuration monitoring (performance metrics, OMS) 11. Windows Virtual Desktop (Native Azure WVD) 12. Deployment tools Kaseya, SCCM any other tools. 13. Application Packaging & App-V. 14. Good knowledge on any other Migration tools 15. Maintains VMs or containers. 16. Utilizes DISA STIGs to harden and secure network and security devices. 17. Evaluates services and products provided by COTS/GOTS vendors and provides recommendations. 18. Understands of data structures and design of highly available systems 19. Develops capabilities that quickly process and provide to end user critical data requests. 20. Develops analytics supporting cyber security use cases that support

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	<p>decision aids at the strategic, operational and tactical levels of OCIO.</p> <ol style="list-style-type: none"> 21. Establish and maintain regular written and in-person communications with the organization's executives, decision- makers, stakeholders, department heads, and end users regarding pertinent network activities. 22. Direct and administrate a contingent of network analysts and technicians, and where necessary, conduct performance reviews and corrective action. 23. Collaborate with end users and senior management to define business requirements for complex network development and gain buy-in for all network architecture plans. 24. Manage and set priorities for the architectural design, maintenance, development, and evaluation of all network infrastructures, including LANs, WANs, VMs, Internet, intranet, security, wireless implementations, and so on. 25. Conduct feasibility studies for various upgrade projects, improvements, and other conversions.
Education:	<ol style="list-style-type: none"> 1. Bachelor's or master's degree in Information Technology or Computer Science 2. The equivalent combination of education and successful work experience (15 years) and 3. Azure or VMware Workspace/Horizon Certification in specialized areas is a Must.
Qualifications	<p>Experience:</p> <ol style="list-style-type: none"> 1. 10 years' experience managing, developing, and delivering strategic network architectural design and operational excellence. 2. 10 years' experience designing enterprise-wide LANs, WANs, WLANs, VPNs, VMs, virtual networks, etc. 3. Excellent knowledge of current protocols and standards 4. Experience with programming languages such as PowerShell 5. Strong collaboration and interpersonal skills 6. Strong knowledge of scaled systems, ability to identify problem areas, uphold network quality, and drive design 7. Expert on of WAN, LAN and Wi-Fi technology 8. Strong knowledge of IT security requirements and experience working with information security 9. Experience with Lean IT concepts 10. Experience with Information Technology Infrastructure Library (ITIL) 11. Knowledge and understanding of system flow charts, traffic flow, and data processing concepts. 12. Knowledge of applicable data privacy practices and laws. 13. Extensive experience with developing strategic plans. 14. Exceptional analytical, conceptual, and problem-solving abilities. 15. Exceptional understanding of the organization's goals and objectives. 16. Proven experience with network capacity planning, network security principles, and general network management best practices.

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	<p>Technical Skills:</p> <ol style="list-style-type: none"> 1. Excellent architecture and technical support documentation skills. 2. Strong interpersonal, written, and oral communication skills. 3. Ability to perform general mathematical calculations for the purpose of creating needs assessments, budgets, and so on. 4. Highly self-motivated and directed. 5. Keen attention to detail. 6. Proven analytical and problem-solving abilities. 7. Experience working in a team-oriented, collaborative environment. 8. Strong interpersonal and consultative skills. 9. Ability to exercise independent judgment and act on it. 10. Experience working in a team-oriented, collaborative environment
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CLIN	T029
Title	Voice and Data Communications Engineer (VoiDat Comm. Eng.)
Duties and Responsibilities	<ol style="list-style-type: none"> 1. As part of the OCFO technology team, this position is responsible for providing support to internal and remote users by installing, configuring, and upgrading OCFO telecommunication products, including Avaya, CISCO, Aspect Unified Communication, Webex Audio\Video conferencing, VoiP, SIP, analog lines, eFax, and mobile devices. 2. Serve as the first point of contact for customers seeking Telecom related technical assistance over the phone or email 3. Monitoring and maintaining of OCFO Voice Network and reporting issues to Telecom ISP/Cloud Hosting Vendor (OCTO) using remedy Portal ticketing system. 4. Work with Telecommunications Partner (Aspect) on upgrades and patch management of voice products. 5. Managing Helpdesk Tickets of Telecom related issues using Zendesk. 6. Configuring new hires user profiles for Voicemail and Display name change on desk phones in timely manner 7. Update Equipment Inventory documentation of the telephony infrastructure and Voice network infrastructure. 8. Maintain Voice network cabling closets and cable location inventory. 9. Perform technology refreshes, mobile devices iOS update in accordance with OCTO AirWatch policy 10. Ability to document work activities into meaningful incidents or tasks in the Zendesk system. 11. Performs all duties in accordance with OCFO policies and procedures 12. Maintain inventories of all OCFO Telecom assets using the FCMS inventory and Verizon Portal to secure assets 13. Participate in the development of the documentation of Telecom infrastructure and practices by providing written and/or verbal communications to effectively maintain a resource of standard practices. 14. Participate in meetings as required and directed to insure clear communication within IT Operations. 15. Install and move assets as required according to OCFO IT Operation

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	<p>processes.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> Provides technical direction and engineering knowledge for communications activities including planning, designing, developing, testing, installing and maintaining large communications networks. Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards. Develops, operates, and maintains voice, wireless, video, and data communications systems. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function.
Qualifications:	<ol style="list-style-type: none"> 1-5 years of experience developing, operating and maintaining voice, wireless video, and data comm. Systems 1-5 years of experience providing direction for communications activities related to large comm. networks Troubleshoot daily telecom related issues in the areas of desk phones, call center applications, mobile devices, and data \ voice ports Proven experience with telecom system PBX\ACD\UIP Proven experience in asset management in the areas of hardware and software Good technical understanding of network, telecommunications, and mobile devices Proven experience with Call Center Environment
Education:	Bachelor's degree in IT or related field or equivalent experience

CLIN	T030
Title	Technical Subject Matter Expert – Senior (Tech SME – Sr.)
Duties and Responsibilities	<p>The highly experienced and knowledgeable Technical Subject Matter Expert will provide expert guidance in a specific technical domain. The ideal candidate will possess deep expertise in their field, a proven track record of solving complex technical challenges, and the ability to effectively communicate technical concepts to both technical and non-technical stakeholders.</p> <ol style="list-style-type: none"> Provide expert-level guidance and leadership in specific technical domains. Serve as the primary point of contact for technical inquiries and provide timely and accurate resolutions to complex technical issues. Collaborate with cross-functional teams to design and implement innovative technical solutions that meet business objectives. Stay up-to-date on industry trends, emerging technologies, and best practices within specific technical domains. <input type="checkbox"/> Work with agency leadership to define project objectives, processes, policies, procedures and rules

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Education:	Bachelor's degree in Computer Science, Information Technology or relevant field; The equivalent combination of education and successful work experience
Qualifications:	<ol style="list-style-type: none"> 1. Proven experience as a Technical SME or similar role, with a minimum of 10 years in a leadership position 2. Extensive knowledge and expertise in a technical domain. 3. Strong analytical and problem-solving skills. 4. Excellent communication and interpersonal skills, with the ability to interact effectively with stakeholders at all levels. 5. Demonstrated leadership abilities 6. Relevant certifications within technical domain are strongly preferred

CLIN	T031
Title	Technical Subject Matter Expert – Master (Tech SME – Mast)
Duties and Responsibilities	<p>The highly experienced and knowledgeable Technical Subject Matter Expert will provide expert guidance in a specific technical domain. The ideal candidate will possess deep expertise in their field, a proven track record of solving complex technical challenges, and the ability to effectively communicate technical concepts to both technical and non-technical stakeholders.</p> <ol style="list-style-type: none"> 1. Provide expert-level guidance and leadership in specific technical domains. 2. Serve as the primary point of contact for technical inquiries and provide timely and accurate resolutions to complex technical issues. 3. Collaborate with cross-functional teams to design and implement innovative technical solutions that meet business objectives. 4. Stay up to date on industry trends, emerging technologies, and best practices within specific technical domains. 5. Work with agency leadership to define project objectives, processes, policies, procedures and rules
Education:	Master's degree in Computer Science, Information Technology or relevant field; The equivalent combination of education and successful work experience
Qualifications:	<ol style="list-style-type: none"> 1. Proven experience as a Technical SME or similar role, with a minimum of 15 years in a leadership position 2. Extensive knowledge and expertise in a technical domain. 3. Strong analytical and problem-solving skills. 4. Excellent communication and interpersonal skills, with the ability to interact effectively with stakeholders at all levels. 5. Demonstrated leadership abilities 6. Relevant certifications within technical domain are strongly preferred

CLIN	T032
Title	AWS Connect Specialist
Duties and Responsibilities	<p>AWS Connect Specialist is responsible for:</p> <ol style="list-style-type: none"> 1. Working closely with the Office of the Chief Financial Officer (OCFO) and other District government stakeholders. The successful candidate

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	<p>will design, implement, and maintain the AWS Connect cloud-based contact center, ensuring optimal performance and alignment with business objectives.</p> <p>2. Key Responsibilities:</p> <p>1) Design and Configuration:</p> <ul style="list-style-type: none"> a) Design, document, and implement contact flows using the AWS Connect to ensure optimal and dynamic call routing based on business requirements. b) Utilize Amazon Connect to develop and deploy chatbots and conversational AI for automated customer interactions within Connect contact flows. c) Configure and maintain Amazon Connect instances, user profiles, routing profiles, and security profiles. <p>2) Metrics and Reporting:</p> <ul style="list-style-type: none"> a) Ensure all metrics required for Key Performance Indicator (KPI) management are collected and available within AWS Connect. b) Configure and maintain custom dashboards and reports in Amazon Connect and Amazon QuickSight for business units to monitor team performance. c) Regularly review usage data from Amazon Connect's cloud monitoring tools, such as Amazon CloudWatch, and report findings to the supervisor. <p>3) Outbound Campaigns and Surveys:</p> <ul style="list-style-type: none"> a) Set up and manage outbound voice campaigns and customer surveys using Amazon Connect Outbound Campaigns and Contact Flows. b) Ensure campaigns comply with relevant regulations, including managing caller ID settings, call times, and contact attempts. <p>4) Integration and Optimization:</p> <ul style="list-style-type: none"> a) Design and implement integrations between AWS Connect and other systems, including CRMs, using AWS Lambda and other AWS services. b) Continuously review and enhance designs based on feedback to improve operational efficiency, reliability, and availability of the contact center. <p>5) Security and Compliance:</p> <ul style="list-style-type: none"> a) Collaborate with security staff and supervisors to document and implement processes and procedures that ensure AWS Connect comply with District, OCIO, and relevant security controls. b) Apply appropriate change control and configuration management processes for all modifications to the production environment. <p>6) Troubleshooting and Support:</p> <ul style="list-style-type: none"> a) Identify and resolve technical issues related to the AWS Connect environment, providing timely updates to the supervisor. b) Implement system revisions to maintain and improve overall performance.
Education:	A bachelor's degree in computer science, Information Technology, Engineering, or a related field or the equivalent combination of education

POSITION DESCRIPTIONS

	and successful work experience
Qualifications:	<p>A. Certifications (Preferred)</p> <ol style="list-style-type: none"> 1. AWS certifications, such as AWS Certified Solutions Architect or Developer, can demonstrate expertise in the platform. 2. A minimum of 3 years Hands-on experience with Amazon Connect and other AWS cloud services is essential. 3. Experience with scripting and integrating various AWS services, such as Lambda, DynamoDB, and S3, to build and enhance contact center functionalities. 4. Experience with other cloud platforms and a strong understanding of Voice over IP (VoIP), Customer Experience (CX) strategies, and system integration. 5. In-depth, hands-on experience with Amazon Connect, including contact flow creation, call routing, and user management. 6. Demonstrated experience configuring and utilizing Amazon Connect's native reporting and dashboard capabilities for KPI management. 7. Experience with other AWS services that integrate with Amazon Connect, such as Lambda, Lex, and S3. 8. Strong understanding of workforce optimization (Forecast Capacity planning and Scheduling, FCS), best practices and how to implement them within the AWS Connect ecosystem. 9. Proven ability to work effectively with cross-functional teams, including IT project managers, business analysts, security staff, and business leaders. 10. Effective communication skills for gathering requirements, providing technical explanations, and collaborating with stakeholders.