

A. Office of the Chief Information Officer

CLIN	A001, A101, A201, A301, and A401
Title	.NET Developer Jr.
Duties and Responsibilities	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.
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 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) 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	A002, A102, A202, A302, and A402
Title	.NET Developer Sr.
Duties and Responsibilities	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.
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

CLIN	A003, A103, A203, A303, and A403
Title	Asset Management Analyst Senior
Duties and Responsibilities	Duties: <ul style="list-style-type: none"> a. Developing, maintaining and executing asset management program including processes, procedures, tools, and reporting for all hardware/software assets. b. 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. c. Ensuring that Hardware and Telecommunication asset inventory is always up to date for all technology assets and only authorized components are used.

	<ul style="list-style-type: none"> d. Maintaining software asset management tools including accurate inventory of software e. Gather data on and provide analysis of all activities that have an impact on the value, cost and risk of digital technology asset life cycles. 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
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	<ul style="list-style-type: none"> m. provides basic engineering and technical support in solving these problems. n. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. o. 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 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	A004, A104, A204, A304, and A404
Title	Business Analyst Junior
Duties and Responsibilities	<ul 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	<ul 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	A005, A105, A205, A305, and A405
Title	Business Analyst Senior 1

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> <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. g) Attends required training and perform all routine administrative responsibilities expected
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:	<p>Bachelor's degree in Science, Technology or Mathematics, Finance and Accounting.</p> <p>Technical Skills: a. MS Teams, MS Project, MS Office (Word, Excel, PowerPoint, SharePoint, Visio, etc.)</p>
Technical Skills:	<p>Good understanding of software development methodologies, Traditional and agile/hybrid experience as a business/system analyst.</p>

	Solid communication skills (oral/written).
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CLIN	A006, A106, A206, A306, and A406
Title	Business Analyst Senior 2
Duties and Responsibilities	<p>The Business Analyst Senior 2 shall:</p> <ol style="list-style-type: none"> Have functional and technical experience in the utilization and implementation of financial software, preferably the Oracle suite. 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. Have demonstrated the ability to lead teams through the delivery of projects which improve end-user productivity while maintaining appropriate business compliance controls. Assess current capabilities and identify high-level business requirement to meet business owner needs. Assist in translating requirements into test conditions and expected results for product, performance, and user acceptance testing.
Qualifications	<ol style="list-style-type: none"> Required Experience minimum of Eight (8) years in the following: <ol style="list-style-type: none"> Business Analysis and stakeholder management Enterprise Systems Architecture Implementation and management Information technology system design, support, and development Project Coordination and documentation PMI, Agile, and Scrum methodologies Preferred Skills Set – 3 years’ experience: <ol style="list-style-type: none"> Financial System Design Oracle ERP (Oracle Enterprise Business Suite (EBS))

CLIN	A007, A107, A207, A307, and A407
Title	Business System Analyst/Project Manager
Duties and Responsibilities	<p>The Business System Analyst/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>

	<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. c. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. d. 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	<ul style="list-style-type: none"> a. Extensive experience managing large programs and projects implementing Oracle Financials, Procurement and Project modules in Public Sector b. Extensive experience in leading business analyst team c. Hands-on experience implementing Oracle Financial modules d. Prior ERP consulting experience e. Prior experience managing Organization Change Management Effort
Education:	<ul style="list-style-type: none"> a. Bachelor's Degree in Information Technology or related field, or b. The equivalent combination of education and successful work experience
Technical Skills:	<ul 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 multiple large Oracle eBusiness Programs for large public sector entities 16+ years of Information Technology Experience 16+ years of experience implementing Oracle eBusiness for public sector entity 5 years of Hands-on experience implementing Oracle eBusiness Suite as business analyst 10 years Leading Business Analyst Team 16 years of experience with Oracle eBusiness Release 11.X/12.X 3 years of experience with managing organizational Change Management

CLIN	A008, A108, A208, A308, and A408
Title	Business Systems Analyst Master
Duties and Responsibilities	Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. Duties:

	<ul style="list-style-type: none"> 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. 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. c. Under general supervision, formulate and define system scope and objectives through research; as well as, demonstrate expertise with the Hyperion Financial Management suite 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 need 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 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>
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	<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 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	<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 template framework (Required) j. 5 years of experience with Public Sector budgeting (Required)
Education:	<ul style="list-style-type: none"> a. Bachelor's Degree in IT or related field or equivalent experience (20 years) or b. A current Project Management Professional (PMP) certification
Technical Skills:	16+ years of experience.

CLIN	A009, A109, A209, A309, and A409
Title	Change Management Specialist
Duties and Responsibilities	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

	<p>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> <p>These include, but are not limited to:</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 workforce. 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.
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	<ul style="list-style-type: none"> 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 programmes 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 b. An Industry Certification such as CCMP (Required) c. PMP certification (Required) d. Minimum of Five (5) years of experience in the field as Change Management expert

CLIN	A010, A110, A210, A310, and A410
Title	Cognos 10/Tableau/.NET Specialist

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.
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. 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	A011, A111, A211, A311, and A411
Title	Gentax Developer
Duties and Responsibilities	The Gentax Developer supports the day-to-day projects within the Office of the Chief Information Officer. Some of the primary responsibilities of this

	<p>role would include designing, modifies, developing, writing and implementing software programming applications and components.</p> <p>Duties & Responsibilities:</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 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. 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. g) GenTax® is a registered trademark of Fast Enterprises, LLC
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Qualifications	a. Implemented GenTax® discovery at a revenue state agency site. Specializing in creating new campaigns for collections b. Working knowledge of the following GenTax® modules for at least 3 years: <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:	a. Microsoft Certified Professional (MCP) ii. MS Visual Basic (.NET) iii. Oracle iv. MS SQL Server

CLIN	A012, A112, A212, A312, and A412
Title	Grants Business System Analyst Master
Duties and Responsibilities	<p>Business Analyst and Grants Subject Matter Expert 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> <ul 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: <ul style="list-style-type: none"> • Extensive experience with Capital and Operating grants accounting • Excellent understanding of Grants Management in a State and Local Environment • Experience with Federal Grants Program • Management experience with the use of at least one accounting system for a public sector entity <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

	<p>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>
Qualifications	<p>a. 16+ years of Business Analyst experience (Required)</p> <p>b. 16+ years of Software Development Lifecycle (SDLC) experience (Required)</p> <p>c. 16+ years of requirements gather and documentation experience (Required)</p> <p>d. 16+ years of MS Office/PowerPoint experience (Required)</p> <p>e. 16 years of Capital and Operating Grants Accounting experience (Required)</p> <p>f. 16 years Grants Management and Federal Grants Program experience (Required)</p> <p>g. 3 years of experience implementing at least one financial system (Required)</p> <p>h. 10 years of experience understanding of Financial Reporting, Annual Report and financial audits (Required)</p>
Education:	<p>a. Bachelor's Degree in IT or related field or equivalent experience (20 years) or</p> <p>b. A current Project Management Professional (PMP) certification</p>

CLIN	A013, A113, A213, A313, and A413
Title	Imaging and ECM Specialist
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> <p>Duties and Responsibilities:</p> <p>a) Develop, test and maintain IDCS tax form batch profiles per functional requirements and timeframes stipulated by OCIO.</p>

	<ul style="list-style-type: none"> 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"> a) 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. b) 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 <ul style="list-style-type: none"> o Visual Studio, Visual Basic .net, Visual C++ 6.0, C#, .Net 2.5/3.5/4.0/4.5.

	<p>c) At least 6 years of Experience supporting software integration platforms between IBML, BancTec scanners and the Quick Modules as well as NCR Remittance scanners and the Quick Modules.</p> <p>d) At least 6 years of Experience with OCR/ICR.</p> <p>e) At least 6 years of Experience in administration of FileNet P8 v5.0 and WebSphere v7.0</p> <p>f) 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.</p> <p>g) Strong Oracle and SQL skills.</p>
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CLIN	A014, A114, A214, A314, and A414
Title	Information Assurance and Security Specialist Journeyman
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 trouble-shooting 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>

	<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. 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:	a. Bachelor's Degree in IT or related field or equivalent experience (Required) b. Security+, CISSP, other security certifications (Preferred)
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CLIN	A015, A115, A215, A315, and A415
Title	Information Assurance and Security Specialist Master
Duties and Responsibilities	<p>Duties:</p> <ol style="list-style-type: none"> Identify network problems, and recommend improvements to ensure optional performance; Ability to monitor and analyze data traffic patterns within the OCFO Network infrastructure Ability to enhance security and knowledge of the latest security threats, worms, and malware and advise on how to deter them; Ability to reliability of the network through the above actions; Extensive experience in developing strategic systems architecture plans Experience with Storage infrastructure (NetApp Storage) and technologies include virtualization/arrays, FC/FCOE, NFS, ISCSI. Design, administration of VMware Infrastructure including full integration with SAN for VMotion and VMware SRM multi-site administration Advanced knowledge of disaster recovery and business continuity processes and tools needed. Active Directory service management and operational stability and maintenance Design and build solutions utilizing on-premise computer, networking, and storage technologies using Azure cloud. Cloud Engineer leads the design and support of large-scale projects. Configure routers, switches, firewalls, and other appliances in compliance with OCFO security standards; Monitor security measures in place within network perimeter, ensuring security breaches do not occur and information is safeguarded <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.

	<ul style="list-style-type: none"> 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) f. Expert understanding of Windows server operating systems (Required) g. Knowledge of on-premise 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. VMare 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) b. Master's Degree in IT or related field or equivalent experience (Highly Desired) c. Security CISSP, Security+, CEH (Required)

Technical Skills:	d. Bachelor's Degree in IT or related field or equivalent experience (20 years) (Required) e. Master's Degree in IT or related field or equivalent experience (Highly Desired) f. Security CISSP, Security+, CEH (Required)
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CLIN	A016, A116, A216, A316, and A416
Title	IT Operations Support Specialist
Duties and Responsibilities	The IT Operations Support Specialist shall: a) Provide technical assistance in all aspects of data processing operations. b) Work with mainframe and Server applications. c) Have technical experience in the utilization and implementation of tools to monitor the server and mainframe applications. d) Have knowledge on how to identify, investigate and troubleshoot error conditions to help remediate system failure conditions. e) Have understanding of Configuration Management (CM) for software updates and migrations of code. f) This position may require weekend and or shift work hours
Qualifications	a) Required Experience of Two (2) years in the following: 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: 1. Support Web and Client Server Application 2. Microsoft Office Application Suite (Word & Excel) 3. Computer applications capabilities and limitations of computer equipment.

CLIN	A017, A117, A217, A317, and A417
Title	IT Report Specialist
Duties and Responsibilities	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, optimize, and develop and debug new cubes,

	dashboards and reports i. Design and support Informatica ETL scriptings 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 m. 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;
Qualifications	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:	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	A018, A118, A218, A318, and A418
Title	Mainframe Support Analyst
Duties and Responsibilities	The OCFO requires technical support services to maintain and enhance the mainframe check writing (CheckWrite) and account reconciliation (ARP) systems used by the District and to assist in responding to requests for data from legacy time reporting/payroll systems (CAPSS and UPPS). Duties and Responsibilities: 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. b. Provide technical research and analysis of any processing issue that threatens the production of checks, the reconciliation of the 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.

	<ul style="list-style-type: none"> 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. Support the Office of Finance and Treasury (OFT) in troubleshooting and resolving CheckWrite or ARP processing errors. e. Analyst shall have experience cancelling checks when the payment operations center is unable to cancel the check in ARP and requests assistance. f. Analyst shall have previously modified or customized CheckWrite and ARP. g. 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	A019, A119, A219, A319, and A419
Title	Oracle Business System Analyst Master 1
Duties and Responsibilities	<p>An Oracle Budget Execution (not formulation) Functional Lead, to support the modernization efforts of the Financial and Reporting systems within the District. This position would be responsible for managing OCFO's standard Budget Execution to Report business process and will work in collaboration with the SMEs and the Systems Integrator.</p> <p>Shall be able to assist the Systems Integrator and user community in configurations and standardizations</p>

	<p>Duties:</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 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	<ul style="list-style-type: none"> a. Minimum 16 years of implementing, sustaining and enhancing Budget-to-Report business process flow functionality within the Oracle ERP enterprise model solution, in close collaboration with the District's Subject Matter Experts and the Systems Integrator. b. Experience working independently to lead functional efforts in managing scope and changes required for implementing Budget Execution functionality as part of the Oracle ERP enterprise model solution. Expertise to analyze and recommend process improvements based upon "best practices" and standard Oracle Cloud Financial Budget-to-Report business process flow areas and tasks: <ul style="list-style-type: none"> 1. Distribute Budget 2. Manage Budget 3. Reprogram and Rescind Funds 4. Enter Journal Entries and Posting 5. Financial Reporting 6. Month and Year End Closing c. Must have demonstrated prior experience, with a minimum of sixteen (16) years, implementing or supporting Oracle Financials, with emphasis on analysis, implementation. d. Must have demonstrated hands-on experience implementing and configuring Oracle Budget to Report in a Public Sector environment to enable processes and all associated setup, activities and reports for: <ul style="list-style-type: none"> 1. General Ledger, 2. Cash/Funds Management and Execution, 3. Budget Execution, 4. Reporting and Business Intelligence e. Demonstrated strong analytical skills and problem-solving ability; preferably with prior experience working to analyze and implement desk items f. Strong communication, presentation, analytical, and technical skills g. Demonstrated ability to work independently with minimal to no supervision

	<ul style="list-style-type: none"> h. Proficient in Microsoft Word, Power Point, and Excel i. Provide support and assistance in requirements analysis, process review, configuration and development, documentation, and implementation services. j. Identify and document requirements working with the Systems Integrators and the user community k. Support and assist in identifying processes, document gaps, and provide solutions to bridge gaps and enhance processes for customer migration to a R13 standard configuration. l. Assist in the development of process designs and add new system configurations to enable designs m. Assist in the development of test plans and testing documentation, and perform testing activities n. Assist and support training sessions and documentation
Education:	<ul style="list-style-type: none"> a. Bachelor's Degree in Information Technology or related field or equivalent experience; or b. A current Project Manager Professional (PMP) certification

CLIN	A020, A120, A220, A320, and A420
Title	Oracle Business System Analyst Master 2
Duties and Responsibilities	<p>Oracle Procure to Pay Lead, to support the modernization efforts of the Financial and Reporting systems within the District. This position would be responsible for managing OCFO's standard Procure to Pay business process and will work in collaboration with the DC Government SMEs and the Systems Integrator. 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> <ul style="list-style-type: none"> a. Functional SME with expertise in Oracle Procure to Pay b. Provide requirement analysis, process review, configuration and development, documentation, and implementation services. c. Identify and document requirements working with the Systems Integrators and the user community. d. Support and assist in identifying processes, document gaps, and provide solutions to bridge gaps and enhance processes for customer migration to an Oracle Financial/Procurement/Project Cloud standard configuration. e. Assist in the development of process designs and add new system configurations to enable designs f. Assist in the development of test plans and testing documentation, and perform testing activities g. Assist and support training sessions and documentation h. Support and assist the Systems Integrator with configuring the following Procure to Pay (P2P) business process flow areas and tasks: <ul style="list-style-type: none"> a. Manage Requisitions o Manage Approvals

	<ul style="list-style-type: none"> b. Manage Suppliers c. Process Purchase Orders d. Process Receipts, Acceptance & Return e. Enter Invoice & Match f. Execute Disbursement i. Assist with the documentation of all recommendations, requirements, design, configurations, meeting notes, test scripts and results, and project issues as needed <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 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	<p>Combined 16+ years of functional experience in implementing Oracle Financials, specifically P2P, iProcurement, Purchasing and Payables applications with emphasis on analysis, implementation and problem resolution. Strong Oracle Procure to Pay experience. Demonstrated strong analytical skills and problem-solving ability with prior experience working to analyze and configure the aforementioned Oracle modules. Demonstrated ability to work independently with minimal to no supervision. Strong communication, presentation, analytical, and technical skills. Proficient in Microsoft Word, Power Point, and Excel.</p>
Education:	<ul style="list-style-type: none"> a. Bachelor's Degree in Information Technology or related field, or b. The equivalent combination of education and successful work experience
Technical Skills:	<ul style="list-style-type: none"> a. 16+ years of BA experience (Highly Desired) b. 16+ years of Software Development Lifecycle (SDLC) experience (Required) c. 16+ years of requirements gathering and documentation experience (required) d. 16+ years of MS Office/PowerPoint experience (Required) e. 16+ years of Information Technology experience (Required) f. 16+ years of Experience implementing Oracle eBusiness (Required) g. 16+ years of hands-on experience implementing Oracle eBusiness Suite as a business analyst (Required) h. 5 years of experience leading Procure-to-Pay Business Analyst team

	<ul style="list-style-type: none"> i. 16+ years of functional experience implementing Oracle Financials, specifically P2P, iProcurement, Purchasing and Payables applications (Required) j. 16+ years of Oracle Procure to Pay experience (Required)
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CLIN	A021, A121, A221, A321, and A421
Title	Oracle Business System Analyst Master 3
Duties and Responsibilities	<p>Business System Analyst and Project Manager to support the modernization efforts of the Financial and Reporting systems within the District. This position would be responsible for managing OCFO's transition to the Oracle Public Sector suite of applications. This position shall be utilized to support the overall modernization efforts of the OCFO's Order to Cash business process utilizing best practices to transition to Oracle ERP Cloud. 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> <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 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>Responsibilities:</p> <ul style="list-style-type: none"> a. Functional analyst with specific focus in Oracle Order to Cash Process area. b. Oracle Project Billing and Oracle Receivables data transaction flows (including product interfaces and API(s)) c. Designing and implementing Oracle Application extensions d. Support and assist the Systems Integrator in requirements gathering and analysis, with an emphasis on Fit-Gap e. Serve as a "champion" of the District's NFS system and provide encouragement and guidance to the internal user team f. Assist the Systems Integrator in developing comprehensive and easy to use Oracle EBS functional documentation in areas such as: <ul style="list-style-type: none"> a. Business Process Analysis b. Financial Data Conversion c. Scope and Functional Solution Verification and Validation d. Alternative Solution Identification and Analysis

	<ul style="list-style-type: none"> e. Functional Design Development f. Unit and Integrated UAT
Qualifications	Combined 16+ years of functional experience in implementing Oracle Financials, specifically Oracle Receivables with emphasis on analysis, implementation and problem resolution. Strong functional experience in configuring Oracle Receivables modules in a Public Sector environment. Demonstrated strong analytical skills and problem-solving ability with prior experience working to analyze and configure the afore-mentioned Oracle module. Strong communication, presentation, analytical, and technical skills. Demonstrated ability to work independently with minimal supervision.
Education:	<ul style="list-style-type: none"> a. Bachelor's Degree in Information Technology or related field, or b. The equivalent combination of education and successful work experience
Technical Skills:	<ul style="list-style-type: none"> a. 16+ years of BA experience (Required) b. 16+years of Software Development Lifecycle (SDLC) experience (Required) c. 16+ years of requirements gathering and documentation experience (Required) d. 16+years of MS Office/PowerPoint experience (Required) e. 7 years prior experience as an Oracle Order-to-Cash Accounting Functional Lead on multiple Oracle eBusiness programs for large public sector entities (Required) f. 7 years of experience implementing Oracle eBusiness for a public sector entity (Required) g. 5 years hands-on experience implementing Oracle eBusiness as a Business Analyst (Required) h. 5 years of experience leading an Oracle O2C Business Analyst team (Required) i. 16 years of experience with Oracle EBusiness

CLIN	A022, A122, A222, A322, and A422
Title	Oracle Business System Analyst Master 4
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. 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> <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

	<p>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> <ul style="list-style-type: none"> 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 • The Business analyst needs to scour through enormous amounts of information in the business area that they support to find the salient points. f. 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 g. 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 h. Business analyst shall be able to create trust between Business and IT i. Business analyst shall assist in identifying and implementing various software solutions j. Business analyst shall provide application support for business users k. Business analyst shall have ability to write conversion, interface and extension functional design specification l. Business analyst shall have experience supporting data cleanup, data conversion and reconciliation activities m. Business analyst shall have experience supporting month end and year end activities including reconciliation 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 q. Business analyst should have experience configuring Oracle financial modules and shall assist system integrator and project team in system configuration <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
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	<p>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>
Qualifications	<p>a. 16+ years of Business Analyst experience (Required)</p> <p>b. 16+ Years of Software Development Lifecycle experience (Required)</p> <p>c. 16+ years of requirements gathering and documentation experience (Required)</p> <p>d. 16+ years of MS Office/PowerPoint experience (Required)</p> <p>e. 16 years of Oracle Financials Suite experience</p> <p>f. 16 years of experience working as an Oracle Functional Subject Matter Expert/SME (Required)</p> <p>g. 5 years of practical application ability with MS Visio</p> <p>h. 10 years of experience with month-end and year-end closing and reconciliation in Oracle Public Sector Financials (Required)</p> <p>i. 10 years of experience with data conversion and reconciliation in Oracle Public Sector Financials (Required)</p> <p>j. 10 years of experience providing production support for Oracle Financial modules in Oracle Public Sector Financials (Required)</p> <p>k. 5 years of detailed analytic experience (Required)</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 (20 years) and</p> <p>c. CPA Certification (Required)</p>

CLIN	A023, A123, A223, A323, and A423
Title	Oracle SOA Suite/Tableau Developer
Duties and Responsibilities	<p>a. Support the day-to-day operations, which will include help desk issues and end user support;</p> <p>b. Work closely with users to gather requirements;</p> <p>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;</p> <p>d. Responsible for designing, optimize, and develop and debug new web services;</p> <p>e. Support all new system implements as it relates to SOA interfaces;</p> <p>f. Design, develop and maintain Tableau report and dashboards;</p>

	<ul style="list-style-type: none"> 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	A024, A124, A224, A324, and A424
Title	Procurement Support Specialist
Duties and Responsibilities	<ol 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 of the contract 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
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CLIN	A025, A125, A225, A325, and A425
Title	Project Coordinator
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 on project scope and progress; summarizes data and prepares recommendations to management based on findings e. Assist in the development of communication and training plans. f. Other duties as assigned
Qualifications	<ol style="list-style-type: none"> 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. b. General understanding of software development processes, methodologies and Project Management Life Cycle c. Strong technical skills, work ethic, independence, problem solving ability, and overall positive attitude.
Education:	<ol style="list-style-type: none"> a. Bachelor's degree in Science, Technology, Mathematics or a Technical Field.

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. Excellent oral and written communication skills are required.
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CLIN	A026, A126, A226, A326, and A426
Title	Project Manager 1
Duties and Responsibilities	<ul style="list-style-type: none"> a. 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. b. Manage relationships with stakeholders, managers, and key software and services vendors for the delivery of projects and programs. c. Provide thought leadership and expertise for Software and/or Hardware system implementations, IT applications, business and systems processes. d. Manage the implementation of projects daily -- including defining deliverables as well as creating and monitoring sprints, project schedules and backlogs. e. Assist with internal communications and resource management as needed. f. Align project objectives with stakeholders' objectives. g. Will lead teams through all phases of System Development Life Cycle (SDLC) using appropriate waterfall and agile methodologies and processes. h. Create project plans, resource plans, program metrics, communication plans and develop analytics supporting delivery of life cycle activities. i. 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. j. Identify project and resource dependencies and collaboratively work with team members to ensure the project schedule is followed. k. Effectively communicate project status, actions, decisions, risks, issues and schedule for the customer's project portfolio. l. Prepare executive steering committee communications as needed. m. 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. n. Other duties as assigned.
Qualifications	<ul style="list-style-type: none"> a. Project Manager shall have significant experience (10+ years) managing and implementing concurrent separate initiatives of varying size. This person shall also have a minimum of two individual multi-year project

	<p>implementation experiences, as well as previous success leading initiatives within an agile methodology environment.</p> <p>b. 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.</p> <p>c. Project Manager shall have experience participating as a consultant to the business units on software product evaluations; reviewing requirement traceability matrixes' development for accuracy and completeness; reviewing test strategies and cases and their results to confirm systems perform as expected; collaborating and communicating with the stakeholders, subject matter experts, and functional users to verify product meets the needs of the District; and reviewing and approving technical documentation created in support of new solutions or system upgrades.</p>
Education:	<p>a. A BS degree in Computer Science, Business/Finance or other Technical area is required or 15 years' experience as Project/Program Manager in lieu of a degree.</p> <p>b. Actively maintained Project Management Professional (PMP), and PMI Agile Certification Practitioner (PMIACP) or other Agile/Scrum/ScrumMaster Certifications are required.</p>
Technical Skills:	<p>a. MS Teams, MS Project, MS Office (Word, Excel, PowerPoint, SharePoint, Visio, etc.).</p>

CLIN	A027, A127, A227, A327, and A427
Title	Project Manager 2
Duties and Responsibilities	<p>a. Assist in budgeting, vendor management, sync pack testing, system upgrades, support conversion and assist with internal communications and resource management as needed;</p> <p>b. Manage the implementation of projects on a daily basis including defining deliverables, creating and monitoring project schedules;</p> <p>c. Align project objectives with stakeholders' objectives;</p> <p>d. Lead teams through all phases of System Development Life Cycle (SDLC);</p> <p>e. Create project plans, resource plans, program metrics, communication plans and develop analytics supporting life cycle activities;</p> <p>f. Develop communication plans to ensure business and executive stakeholders are well informed and are provided with accurate information to support decision making;</p> <p>g. Identify project dependencies and collaboratively work with team members to ensure the project schedule is followed;</p> <p>h. Effectively communicate project status, actions, decisions, risks, issues and schedule for the customer's project portfolio;</p> <p>i. Prepare executive steering committee communications;</p>

	<ul style="list-style-type: none"> j. Oversee the implementation of Commercial off the Shelf (COTS) solutions and ensures overall quality; k. Collaborate with project team members to ensure the team is provided with clear and accurate information in a timely manner; l. Coordinate activities of sub-teams, provide reports on project progress to management and ensure adherence to sponsor's standards, processes, policies and procedures; m. Establish, coordinate and conduct governance and portfolio management activities in compliance with Capability Maturity Model (CMM) level 3 standards; n. Coordinate building applications and implementing COTS platforms; and o. Lead teams through collaborative technical decision solutioning and/or resolution of technical issues.
Qualifications	<ul style="list-style-type: none"> a. Managing the full system development lifecycle from inception through deployment and the support of maintenance activities experience (Ten (10) years); b. Project Manager leading large project initiatives experience (Eight (8) years); c. Proficiency in MS Office Suite (Five (5) years' experience); d. Agile /Hybrid methodology experience (Three (3) years); e. Ability to work independently; f. Project Management Professional (PMP) Certification
Education:	A bachelor's degree in the area of Science, Technology or Mathematics or Equivalent experience and certifications such as Project Management Professional, certified Scrum Master, Professional Scrum Master in the field of Computer and IT Technology

CLIN	A028, A128, A228, A328, and A428
Title	Project Manager 3
Duties and Responsibilities	<p>Oracle ERP Project Manager to support the modernization efforts of the Financial and Reporting systems within the District. This position would be responsible for managing OCFO's Oracle Rel 13 implementation project. 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. 16+ years of experience. Organizes, directs, and manages contract operation support functions, involving multiple, complex, and inter- related project tasks.</p> <p>Duties:</p> <ul style="list-style-type: none"> a. Provide oversight and leadership to move the District to Oracle Financial Cloud b. Provide direction and guidance to team resources c. Provide leadership and guidance to requirement analysis, process review, fit gap analysis, compatibility recommendations,

	<p>documentation, and consulting services</p> <ul style="list-style-type: none"> d. Manage expectations at all levels of the project e. Work collaboratively with the Systems Integrator(s) to develop and maintain a project schedule to review during weekly status meetings f. Facilitate weekly status meetings and other ad-hoc meetings as well as meeting minutes and agendas g. Provide weekly status reports and guidance plans h. Collaborate with Systems Integrator(s) to prepare project management plans and other related plans as needed to be effective based upon the project size and scope i. Attend management meetings as needed and provide insight to project schedule and projections j. Lead processes, document gaps, and provide solutions to bridge gaps and enhance processes for the District's successful migration to a standard Oracle ERP Cloud configuration. k. Provide planning and scheduling direction for project and release management l. Review and leverage best practices to standardize business processes whenever possible. m. Oversee solution designs and data mapping for interfaces, extensions, conversions, and reports n. Provide leadership and expertise to review and recommend customer fit and improvements based upon "best practices" and Oracle ERP Cloud standard functionality <p>Responsibilities:</p> <ul style="list-style-type: none"> a. Organizes, directs, and manages contract operation support functions, involving multiple, complex, and inter- related project tasks. b. Manages teams of contract Support Personnel at multiple locations. c. Maintains and manages the client interface at the senior levels of the client organization. d. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs.
Qualifications	<ul style="list-style-type: none"> a. 16+ years of experience in progressive consulting in a leadership role, providing full lifecycle services in an Enterprise environment (Required) b. 16+ years managing, coordinating, and establishing priorities for entire project lifecycle (required) c. 10 years of experience as a Program Manager / Director/ Project Manager on multiple large Oracle eBusiness programs for large public sector entities and/or commercial entities (Required) d. 5 years of experience implementing Oracle eBusiness for a public sector entity (Required) e. 5 years of hands-on experience implementing Oracle eBusiness Suite f. 5 years of experience with Oracle eBusiness Release 11.x/12.x
Education:	<ul style="list-style-type: none"> a. Bachelor's Degree in Information Technology or related field, or

	b. The equivalent combination of education and successful work experience
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CLIN	A029, A129, A229, A329, and A429
Title	Project Manager/Application Architect
Duties and Responsibilities	<p>The Application Architect and Project Manager shall analyze the current state of all applications and create a future state application roadmap by analyzing all existing licenses and technology owned or operated by the OCFO. The Architect/PM shall also provide project/program management of various new application rollouts.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> The Architect/PM shall provide research on the Oracle Financial Cloud (ERP) and Oracle Public Sector Budgeting Cloud (EPM) applications and how they would integrate into the OCFO technical architecture. The Architect/PM shall provide an application roadmap migrating the District from its current systems to the cloud accounting and budgeting system. The Architect/PM shall ensure integration of a grants management system into the new financial architecture <p>Qualifications:</p> <p>Required/Desired Skills:</p> <ol style="list-style-type: none"> Deep integration experience to provide an application roadmap (Required) Deep understanding of Oracle Financials modules on a Federal or state level (Required) Minimum of three individual multi-year Oracle Financials implementation project experiences (Required) Grants Management project management experience at a federal or state government (Required) Oracle Public sector experience with: General Ledger, AP, AR, PO, Inventory, Grants, Budget, Fixed Assets, Project Accounting, and GRC modules. (Required) Managed at least one program end-to-end consisting of multiple SaaS solutions (Required) Hyperion/EPM project implementation experience (Required) Prior experience working in IBM Mainframe Support Analyst environment (Required) Prior strategy consulting experience (Required)
Education:	<ol style="list-style-type: none"> Advanced Degree (Master's or above) in Business Administration and/or Finance PMP and ITIL foundation certifications SCRUM Master certification (preferred)

CLIN	A030, A130, A230, A330, and A430
Title	Project Manager/Technical Architect
Duties and Responsibilities	<p>The Project Manager/Technical Architect (PMTA) will support modernization efforts of the Financial and Reporting systems. The PMTA 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 and Responsibilities:</p> <ul 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 specifications i. Provide support by responding to user questions, resolving problems, and coding utilities 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>Responsibilities:</p> <ul style="list-style-type: none"> a. Organizes, directs, and manages contract operation support functions, involving multiple, complex, and inter- related project tasks. b. Manages teams of contract Support Personnel at multiple locations. c. Maintains and manages the client interface at the senior levels of the client organization. d. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program

	<p>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>
Qualifications	<p>16+ years in progressive consulting leadership role, providing full lifecycle services in enterprise environment (Required)</p> <p>16+ years managing, coordinating, and establishing priorities for entire project lifecycle (Required)</p> <p>Program Manager (Required)</p> <p>Project Manager (Required)</p> <p>Information Technology Experience (Required)</p> <p>Tableau (Required)</p> <p>Oracle OBIEE (Required)</p> <p>Experience implementing Oracle eBusiness and Business Analytics solution for public sector entity (Required)</p> <p>Oracle eBusiness Suite Release 11.X/12.X (Required)</p> <p>Experience with designing and architecting complex Integration (Real Time, Near Real Time and Batch) with Oracle eBusiness Release 11.x/12.X (Required)</p> <p>Experience as a Solution Architect on Oracle eBusiness Suite projects for Public Sector entity (State, Local and Federal) (Required)</p> <p>Experience with Oracle eBusiness Release 12.X (Required)</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>

CLIN	A031, A131, A231, A331, and A431
Title	QA Coordinator/Quality Analyst
Duties and Responsibilities	<p>a. Ensure test environments are prepared and ready for execution of test scenarios</p> <p>b. Execute test cases to validate system functionality prior to releasing to customers</p> <p>c. Perform troubleshooting and diagnosis of defects reported by customers or internally to determine steps to reproduce.</p>

	<ul style="list-style-type: none"> d. Execute regression testing to validate defect resolution and verify existing functionality is unaffected e. Identify, record, document test results to enable efficient resolution of defects f. Develop automated tests for regression and reproduction of defects g. Design, develop and execute automation scripts using open source tools. h. Liaise with internal teams (e.g. developers and project managers) to identify system requirements. i. Investigate the causes of non-conforming software and train users to implement solutions. j. Track quality assurance metrics, like defect densities and open defect counts. k. Other responsibilities as assigned
Qualifications	<ul 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:	<ul 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:	<ul 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	A032, A132, A232, A332, and A432
Title	Quality Assurance Lead
Duties and Responsibilities	<ul 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. 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.

	<ul style="list-style-type: none"> 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.

CLIN	A033, A133, A233, A333, and A433
Title	Receptionist OCIO
Duties and Responsibilities	Duties and Responsibilities: <ul style="list-style-type: none"> a. Answer phones and route call to specific individuals b. Answer inquires relating to OCIO c. Greet visitors warmly and make sure they are comfortable d. Call persons waiting for visitor and book them a room to meet e. Schedule meetings and conference rooms f. Coordinate mail flow in and out of office g. Collect and distribute packages and other mail h. Handle requests and complaints in a calm and professional manner i. Coordinate office activities j. Arrange appointments/transportation k. Send email and faxes l. Perform basic bookkeeping, filing, and clerical duties m. Prepare forms n. Take and relay messages o. Update appointment calendars p. Schedule follow-up appointments
Qualifications	<ul style="list-style-type: none"> a. Ability to communicate effectively both orally and in writing to a variety of audiences b. Ability to multi-task and work within high pressure environment c. Provide clerical support and work with highly confidential information in a large organization d. Excellent organizational and interpersonal skills e. Ability to use Microsoft Outlook and Microsoft Office application suite (Word, Excel, Access, <i>etc.</i>)
Education:	A high school diploma or equivalent with a minimum of two (2) years of experience in the field or related area.

CLIN	A034, A134, A234, A334, and A434
Title	Senior Network Security Engineer II
Duties and Responsibilities	Senior Network Security Engineer II supports the ongoing design, implementation, operation and security of the OCFO network and the supporting security infrastructure. Duties & Responsibilities: <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;

	<ul style="list-style-type: none"> 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; and 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	A035, A135, A235, A335, and A435
Title	Senior SharePoint Developer
Duties and Responsibilities	<ul style="list-style-type: none"> a. Responsible for the design, development, maintenance of SharePoint environments and support of information portals and content management systems based on Microsoft SharePoint Server 2013 on-prem and Microsoft Sharepoint Cloud O365 solutions for the Office of the Chief Financial Officer (OCFO), Office of the Chief Information Officer (OCIO).

	<ul style="list-style-type: none"> b. Determine strategies for the most effective ways to meet specific business needs with Sharepoint, implementing solutions using SharePoint built-in capabilities, SharePoint Designer or Visual Studio, as well as Power BI, Power Apps, and SharePoint online O365. c. Proactively monitor, maintain and enhance existing systems to increase functionality and optimize performance. d. Responsible for developing SharePoint solutions using SharePoint tools and .NET (C#, XML, XSLT, web services); e. Migrate content from SharePoint 2013 on-premise to SharePoint Cloud 365. f. Provide Support and guidance to users on SharePoint 2013 features and functionalities and provide technical advice to team members.
Qualifications	<ul style="list-style-type: none"> a. 6-10 years experience supporting, configuring, developing, maintaining, and monitoring SharePoint sites on premise 2013 and on cloud; b. 6-10 years experience with Microsoft technologies including .NET Framework, ASP.NET, MVC, AJAX using C#, VB.Net;.Net Core c. 6-10 years experience Develop SharePoint 2013 applications and custom components (master pages, user controls, templates, and server-side code); d. 6-10 years experience with out-of-the-box SharePoint features and manipulate the web parts/pages using JavaScript, JQuery, HTML, CSS/CSS3, and XML; e. Familiar with InfoPath forms and developing SQL Server Reporting Services (SSRS) reports; f. 6-10 years experience in configuring SharePoint services, settings, manage content database, Active Directory (LDAP, ADAM, etc.), Title size limits, site quotas, and expert understanding of IIS; g. Expert understanding of SharePoint administration, manager of service application, web applications, site collection administration, solution deployment; h. Hands-on experience in SQL Server 2012 (SQL, PL/SQL and TSQL) i. Experience using Visual Studio or related IDE j. Experience migrating content from SharePoint on-prem to O365 SharePoint. k. Experience developing applications in Microsoft Power Apps, Power Automate and Power BI l. Hands-on experience in creating and consuming RESTful Web services, XML web services and Web API. m. Good knowledge of OOPS (Object Oriented Programming Structure) and Agile methodology

CLIN	A036, A136, A236, A336, and A436
Title	Senior SharePoint/Power Platform Developer
Duties and Responsibilities	<p>The Senior Microsoft Share Point / PowerPlatform Developer (Level 3) shall create, maintain, and deploy SharePoint sites, using Microsoft tools – including PowerBI and PowerApps – in support of business requirements submitted to the Data Services Group. The developer shall provide assistance to power users in their own Power Platform development efforts.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> a) Responsible for the design, development, maintenance of SharePoint Online sites and web-based applications with Power Platform (Power Apps, Power Automate, Power BI) for the Office of the Chief Financial Officer (OCFO), Office of the Chief Information Officer (OCIO). b) Determine strategies for the most effective ways to meet specific business needs and implement custom solutions using Microsoft Dynamics 365, Canvas Apps, Model-Driven apps and other Office 365 applications and services c) Expertise in design and development of User Interfaces, User Controls and Custom Controls using ASP .Net and C#. d) Experience re-writing SharePoint solutions and business processes (InfoPath forms and SharePoint Designer workflows) to PowerApps and Power Automate e) Proactively monitor, maintain and enhance existing systems to increase functionality and optimize performance. f) Provide Support and guidance to users on SharePoint Online/Power Platform features and functionalities and provide technical advice to team members. g) Good working knowledge of .Net, C#, ASP.Net MVC, Entity Framework, JavaScript, jQuery, Dynamics 365 APIs, HTML5, JSON and CSS3 h) Experience with API or rest services integrations. Understanding of how to implement solutions with multiple data sources i) Experience in developing stored procedures, triggers using SQL and T-SQL in relational databases such as MS SQL Server 2017/2012. j) Good Experience in database development in creating complex database Queries, Views, Stored Procedures, User Defined Functions. k) Worked through all phases of Software Development Life Cycle (SDLC)
Qualifications	<p>Required Skills (Seven (7) years):</p> <ul style="list-style-type: none"> a. Support, configure, develop, maintain, and monitor SharePoint sites; b. Experience with .NET Framework and ASP.NET development using C#, VB.Net; c. Develop and design Office365 applications (Power Apps, Power Automate (and common data services

	<p>d. Experience with out-of-the-box SharePoint features and manipulate the web parts/pages using JavaScript, JQuery, HTML, CSS/CSS3, and XML;</p> <p>e. Implement custom solutions using Microsoft Dynamics 365, Canvas Apps, Model Driven apps and other Office 365 applications and services.</p> <p>f. Experience re-writing SharePoint solutions and business processes (InfoPath forms and Sharepoint Designer workflows) to PowerApps and Power Automate</p> <p>g. Experience with API and rest services integrations, understanding of how to implement solutions with multiple data sources</p> <p>h. Experience in SQL Server 2012and SQL Reporting services;</p> <p>i. Experience using Visual Studio or related IDE;</p> <p>j. Experience with a variety of Content Management systems such as Visual Source Safe, Subversion, etc.; and</p> <p>k. Ability to write document procedures and promote best practices</p> <p>Additionally:</p> <p>a) 5+ years using Power Platform (Power Apps, Power Automate, Power BI)</p> <p>b) 7+ years of experience in SharePoint 2013 on-premise and O365</p> <p>c) 5+ years of experience in using SQL Server 2012</p> <p>d) 5+ years of experience using Visual Studio</p> <p>e) 5+ years of experience using ASP.NET using C#, XML, web services</p> <p>f) InfoPath Forms</p>
Technical Skills:	<p>Operating System: Windows Server 2012</p> <p>Languages: C#, VB.Net, PL/SQL, TSQL, VBScript, JavaScript, JQuery, Bootstrap CSS, Visual Studio.NET 2019/2015/2012</p> <p>Power Platform: Microsoft Power BI, Power Apps, Power Automate</p> <p>SharePoint Technologies: Microsoft SharePoint Server 2013/2010, MS SharePoint Designer 2013/2010, MS InfoPath 2010</p> <p>Collaboration Tools: Microsoft SharePoint 2013/2010, SharePoint Online Office 365</p> <p>.Net Framework: Entity Framework, .NET Framework 4.6/4.0/3.5, ADO.NET, ASP.NET</p> <p>Markup Languages: XML, HTML5 and CSS3.0</p> <p>Third Party controls/Tools: Developer Express 8.1.2, Ajax, Telerik Controls</p> <p>Database/Reporting Tools: MS SQL Server 2014/2012, Oracle 11g, , SQL Server Reporting Services (SSRS)</p> <p>Version Control: GIT Hub, SVN</p>
CLIN	A037, A137, A237, A337, and A437
Title	Senior SQL Server DBA

Duties and Responsibilities	<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); i. Troubleshoot and resolve database integrity issues, performance issues, blocking and deadlocking, replication, long shipping, connectivity and security issues etc. experience (Three (3) years);

	<ul style="list-style-type: none"> 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	A038, A138, A238, A338, and A438
Title	Service Desk Technician Level 2
Duties and Responsibilities	<p>The Service Desk Technician Level 2 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> <ul 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> <ul 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 desktop assets;

	<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	A039, A139, A239, A339, and A439
Title	Service Desk Technician Level 3
Duties and Responsibilities	<p>The Service Desk Technician Level 3 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>

	d. Workflow management applications such as ZenDesk, ServiceNow, Ivanti, or BMC Helix. Preferred Experience: At least five (5) years of experience in the following: <ul style="list-style-type: none"> 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:	<ul style="list-style-type: none"> a. ITILv4 Foundation b. CompTIA A+ certification for technical support

CLIN	A040, A140, A240, A340, and A440
Title	SOAR Support Analyst
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> <ul 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, JC L, 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 maintenance/enhancement; and reporting (both standard and ad hoc). 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. 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. h. Provide support with modified or customized R*STARS. 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.
Qualifications	<ul style="list-style-type: none"> a. COBOL, CICS, JCL, SQL, DB2, VSAM, TSO/ISPF, FTP, UC4, SYNCSORT, SOA, XML, Word, Excel, PowerPoint, Windows, and Visio 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). c. Modified or customized R*STARS d. Creating or maintaining a local or state liability offset e. customization to R*STARS f. Experienced with all facets of the System Development Life Cycle g. Knowledgeable experience with accounting principles and practices h. Experienced analyst skilled at problem solving i. 10 years for a. to c. under qualifications and 6 years for d. to h.

CLIN	A041, A141, A241, A341, and A441
Title	Tableau Report Writer
Duties and Responsibilities	<ul style="list-style-type: none"> a. Evaluating the current Cognos reports and converting them into Tableau dashboards. 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. Responsible for designing, optimize, and develop and debug new cubes, dashboards and reports within Tableau e. Design and support Informatica ETL scripting's f. Support all new system implementations as it relates to Tableau interfaces and reporting. g. Capacity planning and recommend improvements to ensure system stability h. Must be able to work well in a team environment, this position will need to interact with user and work closely with other team members daily. i. Must have excellent communications skills. j. 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;
Qualifications	<ul style="list-style-type: none"> a. 10+ years of experience in working in an Enterprise Wide Data Warehouse

	<ul style="list-style-type: none"> b. 5+ years of experience in Tableau server administration c. 5+ years of experience in Tableau development(certified)and server professional d. 5+ years of experience in public sector financial systems (optional) e. 3+ years of experience in Informatica 10 (optional) f. 5+ years of experience in building visualizations, interactive dashboards, reports with strong data analysis skills g. 5+ years of experience in performance tuning specific to Tableau
Technical Skills:	<ul style="list-style-type: none"> a. System Software: Tableau 10.3, IIS, Windows 2016, Informatica 10 b. Development tools: Visual Studio, .NET/ASP/Visual Basic, Informatica 10, SQL Developer, Tableau Desktop c. Databases: Oracle 12C Rac

CLIN	A042, A142, A242, A342, and A442
Title	Tableau/Cognos Specialist
Duties and Responsibilities	<p>The Tableau/Cognos Specialist shall provide support for the day-to-day basic reporting systems and the overall health of the system and databases for all the OCFO agencies Cognos and Tableau environments. This position also provides support for the building of the District's budget book as well as the applications used in the build.</p> <p>Responsible for all aspects of Cognos 10.2 and Tableau 10.3 environments including Configuration, performance planning, tuning and optimization of all environments including, Development, UAT and training.</p> <ol style="list-style-type: none"> 1. Daily monitoring of system for nightly jobs normal completion as well as overall health of system. 2. Support day to day basic reporting systems, which will include help desk issues, end user support. 3. Work closely with users to gather reporting/dashboard requirements 4. Maintain and create analytic dashboards as needed. 5. Providing support for the creation of the OCFO Budget book 6. Support all .NET applications used in the building of the OCFO Budget book 7. Support any ad-hoc reporting as needed. 8. Responsible for designing, optimize, and develop and debug new cubes, dashboards and reports 9. Design and support Informatica ETL scriptings 10. Support external and internal facing OCIO reporting web sites 11. Support all new system implementations as it relates to Cognos and Tableau interfaces and reporting 12. Capacity planning and recommend improvements to ensure system stability 13. 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;

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 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	A043, A143, A243, A343, and A443
Title	Test Automation Engineer
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> <p>Duties & Responsibilities:</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

	<ul style="list-style-type: none"> 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	<ul 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:	<ul style="list-style-type: none"> a. Microsoft Office products -- MS Word, Excel, PowerPoint, MS Visio and MS Project, Microsoft Teams, Power Automate. 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

	<ul style="list-style-type: none"> h. Experience with Git i. Experience Bash and SSH experience j. Experience with Jira and confluence
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CLIN	A044, A144, A244, A344, and A444
Title	Test Automation Engineer 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 identify system requirements. m. Investigate the causes of non-conforming software

	<ul style="list-style-type: none"> n. Track quality assurance metrics, like defect densities and open defect counts. o. Document QA procedures for team. p. Other responsibilities as assigned
Qualifications	<p>Experience:</p> <ul style="list-style-type: none"> b. 7+ years of full-time professional experience with Testing Automation and Quality Assurance, and Testing Methodologies. c. Strong understanding of agile software development processes d. Strong technical skills, work ethic, independence, problem solving ability, and overall positive attitude. e. Excellent oral and written communication skills. f. Proficiency with programming languages g. Ability to manage multiple tasks with varying priorities h. Ability to communicate ideas in a variety of formats i. Proficiency with Financial Concepts, Business Math <p>Proficiency:</p> <ul style="list-style-type: none"> 1. Strong organizational skills with the ability to multi-task in a fast-paced environment and manage priorities with deadlines. 2. Adheres to Agile development methodology 3. Proficiency with quality assurance terminology, methods and tools 4. Perform code reviews
Education:	Bachelor's Degree in Computer Science, Engineering, or the equivalent combination of education, and successful work experience.
Technical Skills:	<ul style="list-style-type: none"> a. Microsoft Office products - MS Word, Excel, PowerPoint, MS Visio and MS Project, Microsoft Teams, Power Automate. b. Knowledge and understanding of SQL c. Proficient with Java, 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

CLIN	A045, A145, A245, A345, and A445
Title	Test Engineer Journeyman/QA Analyst
Duties and Responsibilities	As part of the OCFO technology team, the Test Engineer Journeyman/QA Analyst will be performing the quality assurance activities for two primary systems – Tax system and core financial system and other related applications. The Test Engineer Journeyman/QA Analyst 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 applications as well as other web-based

	<p>applications; fully understand the internal and external software processes; design test plans, review functional requirement documentation and pretest 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> <p>Duties and responsibilities:</p> <ol style="list-style-type: none"> Evaluates, recommends, and implements automated test tools and strategies; Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met; 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; Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications; 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	<ol style="list-style-type: none"> 6-10 years designing, implementing and conduct tests to ensure system requirements are met for complex software/hardware applications (Required) 6-10 years creating and maintaining automated test scripts (Required) Experience in QA and QC methodologies (Required) Experience in JCL, CICS, Batch and online environment (Required) Current hands-on mainframe testing experience (Required) Experience in internet/web-related applications testing (Required) Experience with databases -- DB2, Oracle, SQL (Required) Highly proficient in Windows/Unix/Linux environment (Required) Client/server-based application testing experience (Required) Experience in backend/black box testing (Required) Testing tools – Quality Center, Load Runner (Highly Desired) Experience with Agile and iterative development (Desired) Scripting skills in at least one language – HTML, .NET (Desired)
Education:	<ol style="list-style-type: none"> Bachelor's Degree in IT or related field, or The equivalent combination of education and successful work experience
CLIN	A0466, A146, A246, A346, and A446
Title	Test Engineer Master/QA Analyst

Duties and Responsibilities	<p>As part of the OCFO technology team, the Test Engineer Master/QA Analyst will be performing the quality assurance activities for our Tax system, our core financial system and other related systems/applications. The Test Engineer Master/QA Analyst 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 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> <p>Duties & Responsibilities:</p> <ol style="list-style-type: none"> Evaluations, recommends, and implements automated test tools and strategies. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. 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. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. 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	<ol style="list-style-type: none"> 16+ years designing, implementing, and conducting tests to ensure system requirements are met for complex software/hardware applications (Required) 16+ years creating and maintaining automated test scripts (Required)

	<ul style="list-style-type: none"> 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 (Required) j. 10+ years of experience in backend/black box testing (Required) k. 5+ years of experience in Performance Testing Tools – Load Runner, ALM Performance Center (Required) l. 15+ years of experience in wring SQL queries in databases – DB2, Oracle, SQL (Required) m. 8+years of application requirements and Enterprise Architecture experience (Required) n. 12+ years of experience documenting and tracking customer requirements in the form of detailed functional requirements (Required) o. 10+ years of experience with Quality Center testing tool in building requirements and test case repositories (Required) p. 13+ years of effecting using defect tracking Customer Relationship Management (CRPM) tools such as Quality Center (Required) q. 3+ years of experience in automated testing (Required) r. 5+ years Business Analyst skill set that consists of creating business requirements documents as well as requirement traceability matrix (Required) s. 5+ years QA and Business Analyst Certification (Highly Desired)
Education:	<ul style="list-style-type: none"> a. Bachelor's Degree in Information Technology or related field, or b. The equivalent combination of education and successful work experience

CLIN	A047, A147, A247, A347, and A447
Title	Voice and Data Communications Engineer
Duties and Responsibilities	Duties: <ul style="list-style-type: none"> a. 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,

	<p>CISCO, Aspect Unified Communication, Webex Audio\Video conferencing, VoiP, SIP, analog lines, eFax, and mobile devices.</p> <ul style="list-style-type: none"> b. Serve as the first point of contact for customers seeking Telecom related technical assistance over the phone or email c. Monitoring and maintaining of OCFO Voice Network and reporting issues to Telecom ISP/Cloud Hosting Vendor (OCTO) using remedy Portal ticketing system. d. Work with Telecommunications Partner (Aspect) on upgrades and patch management of voice products. e. Managing Helpdesk Tickets of Telecom related issues using Zendesk. f. Configuring new hires user profiles for Voicemail and Display name change on desk phones in timely manner g. Update Equipment Inventory documentation of the telephony infrastructure and Voice network infrastructure. h. Maintain Voice network cabling closets and cable location inventory. i. Perform technology refreshes, mobile devices iOS update in accordance with OCTO AirWatch policy j. Ability to document work activities into meaningful incidents or tasks in the Zendesk system. k. Performs all duties in accordance with OCFO policies and procedures l. Maintain inventories of all OCFO Telecom assets using the FCMS inventory and Verizon Portal to secure assets m. 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. n. Participate in meetings as required and directed to insure clear communication within IT Operations. o. Install and move assets as required according to OCFO IT Operation processes. <p>Responsibilities:</p> <ul style="list-style-type: none"> a. Provides technical direction and engineering knowledge for communications activities including planning, designing, developing, testing, installing and maintaining large communications networks. b. Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards. c. Develops, operates, and maintains voice, wireless, video, and data communications systems. d. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function.
Qualifications	<ul style="list-style-type: none"> a. 1-5 years of experience developing, operating and Required maintaining voice, wireless video, b. and data comm. Systems

	<ul style="list-style-type: none">c. 1-5 years of experience providing direction for communications activities related to large comm. networksd. Troubleshoot daily telecom related issues in the areas of desk phones, call center applications, mobile devices, and data \ voice portse. Proven experience with telecom system PBX\ACD\UIPf. Proven experience in asset management in the areas of hardware and softwareg. Good technical understanding of network, telecommunications, and mobile devicesh. Proven experience with Call Center Environment
Education:	Bachelor's degree in IT or related field or equivalent experience

B. Office of Tax and Revenue

CLIN	B001, B101, B201, B301, and B401
Title	General Clerk II (EAU)
Duties and Responsibilities	<p><u>Examination Unit</u></p> <ol style="list-style-type: none"> 1. The temporary personnel shall perform the following duties: <ol style="list-style-type: none"> a) Labeling documents (i.e. deeds of trust, liens, etc); b) Data Entry; c) Examine and verify documents to ensure that proper information is present; d) Execute cashier functions; and e) Other clerical duties as assigned. 2. The following knowledge, skills, experience and abilities are required for this position: <ol style="list-style-type: none"> a) High School diploma or equivalent; b) At least one (1) year of cashiering or banking experience; c) Ability to work independently or with minimum supervision; d) Ability to follow instructions and guidelines; e) Intermediate level computer skills. <p><u>Administrative Unit</u></p> <ol style="list-style-type: none"> 1. The temporary personnel shall perform the following duties: <ol style="list-style-type: none"> a) Log/track incoming mail; b) Mail original legal documents; c) Other clerical duties as assigned. 2. The following knowledge, skills, experience and abilities are required for this position: <ol style="list-style-type: none"> d) High School Diploma or equivalent; e) Ability to work independently or with minimal supervision; f) Ability to pay attention to details; g) Legible handwriting; h) Ability to follow instructions and guidelines.

CLIN	B002, B102, B202, B302, and B402
Title	General Clerk II (RU)
Duties and Responsibilities	<ol style="list-style-type: none"> a) Support functions pertaining to the processing of all tax returns, tax documents, information files and correspondence routed in or out of the OTR; b) Open and examine contents of business and individual income tax returns and related mail, attach all tax returns to related documents and/or payments and determine the proper designation for response or further processing; c) Assist in the handling of all incoming mail that is sorted and prepared for placement into a variety of designated categories: <ol style="list-style-type: none"> 1. Route returns by assigning the appropriate routing code and attaching a routing and control form;

	<ol style="list-style-type: none"> 2. Determine mail type and prepare documents for scanning; and 3. Count and batch returns and correspondence. 4. Perform data entry as it relates to production reports, returned mail, or other reports that are used within the Receipt and Control Branch; 5. Assist the Records Management Unit with the preparation of files to be sent to the Federal Records Center; 6. Assist the Records Management Unit with filing returns/batches and pulling returns/documents based on requests; 7. Assist, as needed, in preparing returns/documents that will be processed through the Scanning Unit; 8. Examine and verify that the proper forms, returns, and attachments are present and completed. If necessary, print and mail pre-written correspondence to taxpayer; 9. Examine and verify the accuracy of tax returns (including forms and attachments) by utilizing a comprehensive knowledge of applicable internal procedures and formal tax regulations 10. Assist the Data Management Unit in preparing or receiving work going to or coming from the lock box contractor; and 11. Use computer programs to verify accuracy of returns and make corrections as necessary to individual and business tax returns that contain errors.
Technical Skills:	<ol style="list-style-type: none"> a. High school diploma or equivalent with at least 1 year of experience in the field or in a related area. b. Ability to follow instructions and guidelines to perform the functions of the job and pay close attention to details. c. Ability to perform basic keyboard/word processing and applications Microsoft Outlook and Microsoft Suites.

CLIN	B003, B103, B203, B303, and B403
Title	Customer Service Representative
Duties and Responsibilities	<ol style="list-style-type: none"> a. Provide assistance and information to taxpayers on all business, income and real property taxes and related fees; b. Answer inquiries to basic business registration, income and real property via telephone and written correspondence; c. Research, establish and update all business tax accounts via an online system; d. Review and adjust business registration, real property and income tax accounts which require correction and/or refunds; e. Receive and control business and income undeliverable refund checks; f. Receive and process requests for waivers of penalties and interest on select accounts; g. Input and update existing database accurately; h. Determine and register applicable tax liabilities for all taxes and fees administered by OTR;

	<ul style="list-style-type: none">i. Receive and respond to general correspondence pertaining to business, income, real property and other related taxes and fees;j. Research and prepare response for management signature;k. Track and maintain data necessary for production reports, andl. Input and update existing database accurately.
Qualifications	<ul style="list-style-type: none">a) A high school diploma or equivalent with a minimum of two (2) years of experience in the field or related area;b) Ability to communicate effectively both orally and in writing to a variety of audiences;c) Ability to research and interpret tax laws, regulations and policies; andd) Ability to perform basic business applications Microsoft Outlook and Microsoft Suites (Word, Excel, Access, etc.).

C. Office of Financial Operations and Systems

CLIN	C001, C101, C201, C301, and C401
Title	Human Resource Analyst
Duties and Responsibilities	<ul 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. 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	C002, C102, C202, C302, and C402
Title	Receptionist
Duties and Responsibilities	<ul style="list-style-type: none"> a) Answer phones and route call to specific individuals; b) Answer inquiries relating to OFOS c) Greet visitors warmly and make sure they are comfortable d) Call persons waiting for visitor and book them a room to meet e) Schedule meetings and conference rooms f) Coordinate mail flow in and out of office g) Collect and distribute packages and other mail h) Handles requests and complaints in calm and professional manner. i) Coordinate office activities.

	<ul style="list-style-type: none"> j) Arrange appointments/transportation. k) Send email and faxes. l) Perform basic bookkeeping, filing, and clerical duties. m) Prepare forms n) Take and relay messages. o) Update appointment calendars. p) Schedule follow-up appointments
Qualifications	<ul style="list-style-type: none"> a) A high school diploma or equivalent with a minimum of two (2) years of experience in the field or related area; b) Ability to communicate effectively both orally and in writing to a variety of audiences; c) Ability to multi-task and work within high pressure environment provide clerical support and work with highly confidential information in a large organization; d) Excellent organizational and interpersonal skills; and d) Ability to perform basic business applications Microsoft Outlook and Microsoft Suites (Word, Excel, Access, etc.).

CLIN	C003, C103, C203, C303, and C403
Title	Secretary II
Duties and Responsibilities	<ul style="list-style-type: none"> 1. Screen telephone calls, visitors, and incoming correspondence; 2. Respond to requests for information; 3. Determine which requests should be handled by the director, appropriate staff member or other offices; 4. Maintain supervisor's calendar, make appointments, and arrange meetings; 5. Prepare routine non-technical correspondence; 6. Review materials and documents for typographical accuracy and proper format; 7. Update and maintain recurring internal reports, such as policy and procedures; 8. Assemble background materials as directed; 9. Attend meetings and record and report on the proceedings; 10. Review outgoing and incoming materials and correspondence for internal; consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained; 11. File and collect information from the files or staff for routine inquiries on office program(s) or periodic reports, as directed; and 12. Control mail and assure timely staff response.
Qualifications	<ul style="list-style-type: none"> a) A high school diploma or equivalent with a minimum of two (2) years of experience in the field or related area; b) Ability to communicate effectively both orally and in writing to a variety of audiences;

	<ul style="list-style-type: none">c) Ability to provide clerical support and work with highly confidential information in a large organization; andd) Ability to perform basic business applications Microsoft Outlook and Microsoft Suites (Word, Excel, Access, etc.).
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D. Office of Finance and Treasury

CLIN	D001, D101, D201, D301, and D401
Title	Auction Analyst (UPU)
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"> 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. 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. Inventory all items received from banks. Verify the information of the inventory from the holder to the KAPS system immediately. Select items for the appraisal. Schedule pre-bid appraisal conference of potential eBay items quarterly. Assist with the appraisal. 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. 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. 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.
Qualifications	<ol style="list-style-type: none"> Extremely organized and able to maintain a high quality of work 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	D002, D102, D202, D302, and D402
Title	Collections Representative (CCU)
Duties and Responsibilities	<ol style="list-style-type: none"> 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.

	<ul style="list-style-type: none"> b. 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. c. Listen to customer's concerns and determine whether they qualify for payment arrangements based on CCU policies and procedures. d. Use a variety of CCU forms for things such as installment payment plan agreements, settlements, collection information statements, lien filing, etc. e. 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. f. Duties and responsibilities will apply to other types of delinquent debt owed to the District of Columbia. g. Other duties as assigned.
Qualifications	<ul style="list-style-type: none"> a. Must have basic computer knowledge and the ability to learn through adequate training the functionality of the CCU automated system. b. Must be a good writer and can accurately read/ interpret necessary forms, policies, and procedural guidance. c. Must possess a general knowledge of basic mathematics, reading, writing, and present a professional image to the public on behalf of the CCU. d. Must possess a basic knowledge of Microsoft Office Suite, Outlook, Word, and Excel.
Education:	A high school diploma or GED is required.
Technical Skills:	Must have at least three (3) years of collections experience.

CLIN	D003, D103, D203, D303, and D403
Title	Customer Service Representative (COU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Treasury Management Unit:</p> <ul style="list-style-type: none"> a. Work under the direction of the Senior Financial Manager and Policy Advisor (SFMPA). b. Will be a key resource in managing high priority initiatives, employing best project management practices and cross-organizational coordination. c. Create a project governance structure for proposed projects, ongoing and future initiatives and emerging issues confronting the Treasury Management within OFT. d. Assist in the implementation of project management software to track and monitor strategic initiatives. e. Employ strategic thinking to facilitate, coordinate, implement and oversee various initiatives and projects.

	<ul style="list-style-type: none">f. Ensure that Division projects, milestones and initiatives are met.g. Coordinate and assist the SFMPA in the implementation of OFT's Strategic Management program, including the Strategy Map, metrics, and performance measures for OFT and the Treasury Management Division.h. Act as resource person in matters involving change management, resource planning, and organizational effectiveness.i. Review, analyze, evaluate, and monitor quarterly and annual Treasury metrics reports to determine whether OFT Units are in compliance. Informs SFMPA of noncompliance issues. Assist in conversion to Tableau.j. Synthesize financial and management data to interpret the composite financial results of Unit operations. Conduct analytical reviews and develops reports to monitor agency performance.k. Produce financial management reports and spending/resource plans. Monitor expenditures and analyze variances.l. Develop Memoranda of Understanding (MOU's) and Intra-District transfers for services provided to District Agencies by OFT personnel and contractors.m. Create and employ SharePoint or MS Teams report to track, monitor and house OFT regulatory requirements tests status and regulatory requirement submissions.n. Assist with the managing of compliance and updating of OFT policies and procedures as required. Works with and assists OFT Unit Managers to develop policies with strong internal controls.o. Monitor the enforcement of policies and procedures and works with Unit Managers to address audit findings and incorporate auditor recommendations and action plans into policies and procedures.p. Assist with the review and revision of policies for comprehension and comprehensiveness to ensure all OFT procedures are desk procedures with proper internal controls.q. Research, write, edit and/or coordinate preparation of special reports, briefings, and presentations. Establish and cultivate relationships with key internal and external stakeholders. Employ comprehensive communication strategies conveying information to ensure appropriate input.r. Support and work closely with the SFMPA, providing substantive support on all aspects of the office's management involving, but not limited to, logistics, travel, training, maintenance, office organization, IT, workspace, payroll and PeopleSoft. Facilitate and coordinate the annual OFT Retreat and Team Building efforts.s. Perform other related duties as assigned.
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Qualifications	<ul style="list-style-type: none"> a. Financial Manager shall have ten (10) years extensive experience in project management, financial management, budget planning and execution, process improvement and regulatory compliance. Excellent planning and organization skills. b. Strong analytical skills in devising cooperative long-term systemic solutions as well as short-term on-time resolutions. Strong strategic thinking and problem-solving skills. c. Excellent written and verbal communications skills. d. Strong leadership skills.
Education:	<ul style="list-style-type: none"> a. MBA/MSB b. Project Management or Six Sigma certification preferred.
Technical Skills:	<ul style="list-style-type: none"> a. Advanced Proficiency in MS Teams, MS Project, MS Office (Word, Excel, PowerPoint, SharePoint, Visio, etc.) b. Experience with Tableau

CLIN	D004, D104, D204, D304, and D404
Title	Financial Analyst (RMU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Retirement Management Unit:</p> <ul style="list-style-type: none"> a. 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 b. Serve as a liaison between OFT and DCHR/OPRS in the resolution of participant problems related to the plans. c. Research 401(a) participant account history prior to 9/30/1999 involving payment claims and assist with the preparation of response letters to participants. d. Assist with the preparation of the annual reports for the plans. e. Scanning of record retention documents in OFT Kwik Tag System. f. Update changes and edits to administrative manuals. g. Assist with the preparation of amendments, changes and edits to administrative procedures manuals. h. Assist OFT personnel in the research and resolution of issues identified during annual audits for plans. i. Maintain excel spreadsheets documenting the receipt of contributions by plan sponsors with contribution memoranda and payroll transmittal sheets from the District. j. Prepare monthly and quarterly reports that detail the assets and operations of the 401(a), 457(b) and 529 plans. k. Prepare and execute the accounting for the weekly receipt and expenditure of the charter school funds. l. Monitor the completion of tasks assigned during quarterly meetings with the plan sponsors.

	<ul style="list-style-type: none"> m. Monitor plan sponsor changes to websites and determine that marketing messages are prepared, completed and sent to District personnel. n. Review monthly vendor invoices, reconcile billed amounts and prepare payment memos. o. Perform other related duties as assigned
Qualifications	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; 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.
Technical Skills:	<ul style="list-style-type: none"> a. Project Management Skills b. Excellent written and verbal communications skills c. Knowledge of accounting and/or finance d. Strong analytical skills. e. The ability to work independently.

CLIN	D005, D105, D205, D305, and D405
Title	Financial Manager (CIMU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Cash and Investment Management Unit:</p> <ul style="list-style-type: none"> a. Working under the direction of the Associate Treasurer, Asset Management and the Director of Cash and Investment Management to carry out the overall financial plans. b. Shall be a technical and expert in the fields of treasury, financial planning and finance with financial knowledge of accounting and other systems, procedures and practices to design, develop and implement work necessary to assure conformance to all applicable laws, regulations and guidelines. c. Will be a business lead for the Cash and Investment, with responsibility for independently planning, designing, and carrying out programs, projects, studies, or other assignments, including projects regarding the Treasury Management System and process improvement initiative. d. Review cash management processes assist with updating related documentation (policies and procedures) and providing process improvement recommendations for the cash management and accounting functions. Preparing ad-hoc analyses and reports as needed; assisting with daily cash management processing needs, maintaining cash and wire databases, designing comprehensive reports and leading efforts to migrate archiving and filing to an electronic solution, creating and updating policies and procedures.

	e. Perform other related duties as assigned.
Qualifications	<ul style="list-style-type: none"> a. Financial Manager, Cash and Investment Management shall have a minimum of ten (10) years treasury/financial work experience b. Mastery of cash management and accounting theory and practice, knowledge of money market investments, cash forecasting techniques and experience with Treasury Workstation implementations. c. The incumbent is recognized as a technical and policy authority and expert in the fields of treasury, financial planning and finance with financial knowledge of accounting and other systems, procedures and practices to design, develop and implement work necessary to assure conformance to all applicable laws, regulations and guidelines. d. Strong analytical skills in devising cooperative long-term systemic solutions as well as short-term on-time resolutions. Strong strategic thinking and problem-solving skills. e. Excellent written and verbal communications skills. f. Strong leadership skills.
Education:	<ul style="list-style-type: none"> a. Undergraduate degree in Business Administration, Accounting or Finance, MBA preferred b. Certified Treasury Professional (CTP) or Financial Planning and Analysis Professional (FP&A) certification preferred
Technical Skills:	<ul style="list-style-type: none"> a. Advanced Proficiency in MS Teams, MS Project, MS Office (Word, Excel, PowerPoint, SharePoint, Visio, etc.) b. Advanced Proficiency with Treasury Management Systems c. Proficiency with Tableau and General Ledger Systems d. Proficiency with Bloomberg

CLIN	D006, D106, D206, D306, and D406
Title	Financial Manager (RMU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Retirement Management Unit:</p> <ul style="list-style-type: none"> a. Based on objectives identified and priorities established will formulate an agenda for developing resolution and improvement strategies for the Retirement programs. Monitor progress of programs in achieving objectives and reports such progress to the Deputy CFO and Treasurer and the Associate Treasurer of Asset Management. b. Reconcile plan assets monthly with sponsor level reports from the contractors for the Retirement Plan (401(a), 457(b) Deferred Compensation and 529 College Savings) and OPEB programs; and track the District's contributions to and request for withdrawals from the plans.

	<ul style="list-style-type: none">c. Resolve problems at the plan level with District agencies to include the D.C. Department of Human Resources (DCHR), the Office of Pay and Retirement Services (OPRS) and the contractors on issues relating to the plans.d. Resolve problems at the participant level, e.g., research participants' inquiries on their account balances, review appeals when unforeseeable emergency requests are denied by the contractor, and other issues arise.e. Participate in monthly and quarterly meetings with the contractor and prepares meeting minutes and agendas.f. Assist with the annual audit of the programs and the development of annual reports.g. Quarterly, participate in the programs' investment reviews with our independent consultant to ensure funds are performing above benchmarks and are in compliance with the plan investment guidelines.h. Assist in the development of requirements for pension and investment management services and audit of financial statements from contractors soliciting to do business with the District.i. Assist with the management of retirement programs pension contracts by issuing task orders and the timely processing of invoices.j. Review marketing materials related to the 401(a) Plan.k. Assist with the management and the oversight of the OPEB Trust Fund. Track best practices for public pension and foundation funds and advise on their application to the Health Care Trust:l. Review reports monthly from the investment managers and, working with our consultant, review allocations and performance; review investment manager performance quarterly for compliance with the Plan's Investment Policy.m. Track the asset allocation of contributions to the Trust Fund and determine that funds are invested consistent with the asset allocation for each manager.n. Coordinate the annual preparation of financial statements and the audit for the Trust Fund and respond to audit findings, if applicable. Manage the Master Custodian relationship by reviewing monthly reports of asset positions, investment performance and compliance.o. Schedule quarterly Investment Committee meetings to review the Trust Fund activities with our independent investment consultant, prepare minutes, develop and monitor follow-up activities; coordinate the update of the actuarial report with DCHR, while managing the preparation of the Annual Report.
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	<ul style="list-style-type: none"> p. Assist with the preparation of monthly asset reconcilements and the updating of the billing system with new retirees, monitor reports of eligibility and payment of contributions. q. Facilitate Investment Committee Compliance meetings, at least twice during the fiscal year, and prepare meeting minutes. r. Assist with the update of the Investment Policy for approval based on changes in legislation and new assets classes held in the fund. s. Assist with the communication and educational programs jointly administered by OFT, District of Columbia Human Resources and the contractors/service providers for each plan/program.
Qualifications	Five (5) years of progressive experience performing the related duties and responsibilities such as: managing and tracking the performance of defined contribution programs that consist of investment, retirement, saving and Other Post-Employment Benefits (OPEB) plans; preparing and reconciling complex financial reports that detail the plans' assets; and researching and reporting money movements into and out of plans. Leading audits for retirement plans.
Education:	Bachelor's degree in Business from an accredited college or university.
Technical Skills:	<ul style="list-style-type: none"> a. Proficiency in Microsoft Excel, Access and Word Project Management Skills b. Excellent written and verbal communications skills. c. Knowledge of accounting and/or finance d. Strong analytical skills. e. The ability to work independently. f. Excellent planning and organizational skills.

CLIN	D007, D107, D207, D307, and D407
Title	Financial Manager (TMU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Retirement Management Unit:</p> <ul style="list-style-type: none"> a. Manage operations and relationships with investment managers, record keepers, plan administrators and contractors for the District's 401(a) Defined Contribution Retirement Plan, the D.C. 529 College Savings Plan, and Other Post-Employment Benefits (OPEB) Fund and other retirement programs. b. Develop goals, objectives and assigning responsibilities among programs, formulating improvement strategies and reporting on performance. c. Oversee the progress of each plan, providing comprehensive reports to the Deputy CFO & Treasurer, Associate Treasurer of Asset Management and Program Director on the financial condition of each program.

	<ul style="list-style-type: none"> d. Oversee the communication and educational programs jointly administered by OFT, District of Columbia Human Resources and the contractors/service providers for each plan/program. e. Assist in drafting regulatory and Plan changes in accordance with OFT regulatory guidance, Public laws, the Internal Revenue Code and other government agencies and updating plan document and policy and procedures. f. Assist in annual auditing of programs. Participate in quarterly program investment reviews to ensure that funds are performing above benchmarks and are in compliance with the plan investment guidelines g. Review monthly reconciliation of plan assets with sponsor level reports. h. Assist with the development of Statement of Work requirements for pension, investment management services, accounting, auditing and other services. i. Assist with oversight to the OPEB Fund, evaluating/tracking best practices for public pension and foundation funds and advising on their application to the Health Care Trust. j. Perform other related duties as assigned.
Qualifications	Five (5) years of progressive experience performing the related duties and responsibilities such as: managing and tracking the performance of defined contribution programs that consist of investment, retirement, saving and Other Post-Employment Benefits (OPEB) plans; preparing and reconciling complex financial reports that detail the plans' assets; and researching and reporting money movements into and out of plans. Leading audits for retirement plans.
Education:	Bachelor's degree in Business from an accredited college or university.
Technical Skills:	Proficiency in Microsoft Excel, Access, and Word <ul style="list-style-type: none"> a. Project Management Skills b. Excellent written and verbal communications skills c. Knowledge of accounting and/or finance d. Strong analytical skills. e. The ability to work independently. f. Excellent planning and organizational skills g. Proficiency in Microsoft Word, Excel Internet Explorer, and Outlook.

CLIN	D008, D108, D208, D308, and D408
Title	Investment Management (CIMU)
Duties and Responsibilities	<ul style="list-style-type: none"> a. Conduct in-depth research, analysis, recommendation, and execution of fixed income investment opportunities. 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.

	<ul style="list-style-type: none"> 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	D009, D109, D209, D309, and D409
Title	Loss Mitigation Specialist (CCU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Central Collections Unit:</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 attorney's and OCFO staff to ensure filing and proper management of paperwork for judgments, garnishments,

	<p>liens, proof of claim on bankruptcy notices, and other legal documentation that supports actions taken by the CCU to recover District debt.</p> <p>d. Process and analyze any chargeback claims and their validity.</p> <p>e. Research account history and other collection tools to assess the validity of any allegations.</p> <p>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.</p> <p>g. Other duties as assigned.</p>
Qualifications	<p>a. Have at least three (3) years of experience managing debt recoveries in a financial and/ or legal setting.</p> <p>b. Must have experience with bankruptcies and different chapters of bankruptcy.</p> <p>c. Should have experience with collections systems that track records of calls, notes, and correspondence.</p> <p>d. Paralegal experience in collections is highly desired and preferred.</p>
Education:	<p>a. High school diploma, GED, or equivalent relevant experience required.</p> <p>b. Have twelve (12) months cumulative full work experience in a role of similar scope and responsibility is required.</p>
Technical Skills:	<p>a. Must be able to learn and use data management systems to research information, debts, and payment data.</p> <p>b. Must possess excellent verbal and written communications skills as well as interpersonal skills to maintain effective professional relationships.</p> <p>c. Have the flexibility and adaptability to work in new and changing work environments and the ability to motivate and train other staff accordingly.</p> <p>d. Microsoft Word and Excel proficiency is required.</p>

CLIN	D010, D110, D210, D310, and D410
Title	Management Analyst (CCU)
Duties and Responsibilities	<p>a. Administrative and Reporting Support: Creates, implements and maintains comprehensive database for reporting of productivity statistics to comply with CCU policies and procedures. Reporting to include but not limited to; MORCA and MOVA stats; Settlement and IPP stats; Error Criticality and Disposition percentage. Performs follow-up reviews to evaluate actual performance against objectives and milestones. Provides the Central Collections Unit Manager and Management team with authoritative benefits/disadvantages analyses and visual models which justify the basis for recommendations.</p>

	<p>b. Management Support: Drafts official and unofficial letters, memos, and correspondence for the Central Collections Unit Manager. Receives and reviews a variety of incoming correspondence – including emails, mail, general reports, audits, and program reviews, which may contain highly confidential and sensitive information. Retains such information in confidence.</p> <p>c. Other: Performs other duties as assigned.</p>
Qualifications	At least one-year experience in a professional setting.
Education:	<p>a. High school diploma, GED, or equivalent relevant experience required.</p> <p>b. 12 months cumulative full work experience in a role of similar scope and responsibility is required.</p>
Technical Skills:	<p>1) Must be able to learn and use data management systems to research information, debts, and payment data.</p> <p>2) Must possess excellent verbal and written communications skills as well as interpersonal skills to maintain effective professional relationships.</p> <p>3) Have the flexibility and adaptability to work in new and changing work environments and the ability to motivate and train other staff accordingly.</p> <p>4) Microsoft Word and Excel proficiency is required.</p>

CLIN	D011, D111, D211, D311, and D411
Title	Management Analyst (TMU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Treasury Management Unit:</p> <ol style="list-style-type: none"> Analyze financial records and reconciling financial data utilizing Microsoft Excel. Analyze data gathered and developing solutions or alternative methods of proceeding. Track various projects utilizing Microsoft Excel. 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. Assist with the preparation of final reports to include editing for errors, preparing appropriate charts, graphs and computer-based presentations. Perform a variety of highly complex administrative and office analytical functions to identify inefficiencies, streamline processes, eliminate redundancies. Examine financial and other data, including revenue, expenditure, and employment reports. Create solutions or alternative practices. Gather business or financial data.

	<ul style="list-style-type: none"> j. Analyze data gathered and develop solutions or alternative methods of proceeding. k. Effectively communicate with personnel concerned to ensure successful functioning of newly implemented systems or procedures. l. Develop and prepare contracting reports. m. Set meetings, recording, and preparing meeting summaries. n. Receive in-bound and preparing out-bound communications, writing high level grammatically correct memos and emails. o. File records, publications, and other associated documentations. p. Assist in managing records management program for filing, protection and retrieval of records and assure compliance with program. q. Perform other duties as assigned.
Qualifications	<ul style="list-style-type: none"> a. Strong management and analytical skills that can help in implementing effective strategies in the company b. Superior verbal and written communication skills c. Deep knowledgeable of trends and current consumer requirements and potential clients d. Self-motivated and able to motivate team members e. Analytical with strong problem-solving skills
Education:	BS or BA from an accredited college or university.
Technical Skills:	MS Teams, MS Project, MS Office (Word, Excel, PowerPoint and SharePoint)

CLIN	D012, D112, D212, D312, and D412
Title	Management Analyst (UPU)
Duties and Responsibilities	The Contractor personnel shall perform the following duties and responsibilities for the Unclaimed Property Unit:

	<ul style="list-style-type: none"> a. Collect and organize tangible information within the Safekeeping program that has not been uniformly formatted in KAPS due to multiple system conversions and process improvements. b. Using the Appraiser's report locate the property within KAPS and create tangible IDs or line items for each lot that will contain all the items that the appraisers have included for that lot. c. Add the appraisal information that includes who appraised the item, when it was appraised, and the value assigned to this lot. d. Retrieve the eBay report of each lot that was sold and then add transactions to all applicable tangible IDs to indicate that the item was sold, the date that it was sold, and the dollar amount that it was sold for. e. Update and maintain the sales data within KAPS to capture any returns or partial refunds that are refunded back to our buyers. f. Input information into KAPS and spreadsheet, perform second level drafting, schedule drafts, g. Reconcile the eBay spreadsheet to the master list spreadsheet to show which lots have been sold. h. Perform a self-audit of the eBay information and compare the lots to what was entered in KAPS to make sure that it is consistent. i. Fast track claim processing, utilizing data Resources available j. Assist in the manual entry of Holder reports k. Verify entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data. l. Secure information by completing data base backups. m. Maintain operations by following policies and procedures; reporting needed changes. n. Maintain customer confidence and protects operations by keeping information confidential. o. Contribute to the team effort by accomplishing related results as needed.
Qualifications	<ul style="list-style-type: none"> a. A minimum of five (5) years of professional experience in a related field. b. Proven experience in managing confidential information. c. Proficiency in both time and detail management.
Education:	High School Diploma or GED
Technical Skills:	Data Entry Clerk Skills, Organization, Typing, Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness, Decision Making, Independence, Analyzing Information, Results Driven, Energy Level
CLIN	D013, D113, D213, D313, and D413
Title	Photographer (UPU)

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"> Photograph enhance picture quality, catalogs, and edits photographs of abandoned property prior to being published on the District's eBay site. Upload eBay photos into a folder housed on the network drive. Label photo folder and photos by LOT numbers. Capture highest quality and quantity of digital still pictures of tangible property. Use editing software to adjust, enhance, and improve pictures taken of property prior to uploading them to the District's eBay site. Determine the style of photographs for the Unclaimed Property eBay website. Properly use photography equipment to ensure quality photographs.
Qualifications	<ol style="list-style-type: none"> Thorough understanding of basic photographic concepts of proper exposure, proper focus. Two (2) or more years' experience as a photographer, some of which shall include eBay photography experience Strong understanding of digital photography, lighting, and compositional skills Familiar with lighting techniques and the tools required to shoot flat and on stands Skilled using photoshop or other photo editing software. 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	D014, D114, D214, D314, and D414
Title	Program Manager (RMU)
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"> Manage operations and relationships with investment managers, record keepers, plan administrators and contractors for the District's 401(a) Defined Contribution Retirement Plan, the D.C. 529 College Savings Plan, and Other Post-Employment Benefits (OPEB) Fund and other retirement programs. Develop goals, objectives and assigning responsibilities among programs, formulating improvement strategies and reporting on performance. Oversee the progress of each plan, providing comprehensive reports to the Deputy CFO & Treasurer, Associate Treasurer of Asset Management and Program Director on the financial condition of each program.

	<ul style="list-style-type: none"> d. Oversee the communication and educational programs jointly administered by OFT, District of Columbia Human Resources and the contractors/service providers for each plan/program. e. Assist in drafting regulatory and Plan changes in accordance with OFT regulatory guidance, Public laws, the Internal Revenue Code and other government agencies and updating plan document and policy and procedures. f. Assist in annual auditing of programs. Participate in quarterly program investment reviews to ensure that funds are performing above benchmarks and are in compliance with the plan investment guidelines g. Review monthly reconciliation of plan assets with sponsor level reports. h. Assist with the development of Statement of Work requirements for pension, investment management services, accounting, auditing and other services. i. Assist with oversight to the OPEB Fund, evaluating/tracking best practices for public pension and foundation funds and advising on their application to the Health Care Trust. j. Perform other related duties as assigned.
Qualifications	Five (5) years of progressive experience performing the related duties and responsibilities such as: managing and tracking the performance of defined contribution programs that consist of investment, retirement, saving and Other Post-Employment Benefits (OPEB) plans; preparing and reconciling complex financial reports that detail the plans' assets; and researching and reporting money movements into and out of plans. Leading audits for retirement plans.
Education:	Bachelor's degree in Business from an accredited college or university.
Technical Skills:	<ul style="list-style-type: none"> a. Proficiency in Microsoft Excel, Access, and Word b. Project Management Skills c. Excellent written and verbal communications skills d. Knowledge of accounting and/or finance e. Strong analytical skills. f. The ability to work independently. g. Excellent planning and organizational skills h. Proficiency in Microsoft Word, Excel Internet Explorer, and Outlook.

CLIN	D015, D115, D215, D315, and D415
Title	Project Manager (CIMU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Cash and Investment Management Unit:</p> <ul style="list-style-type: none"> a. 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.

	<ul style="list-style-type: none"> b. 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. c. 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. d. Assist the District's COTR to ensure timely delivery of projects and programs from key software and services vendors. e. Provide thought leadership and expertise around system implementations, IT applications and business processes. f. 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 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	D016, D116, D216, D316, and D416
Title	Senior Treasury Analyst (CIMU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Cash and Investment Management Unit:</p> <ul style="list-style-type: none"> a. Develop, maintain, and interpret critical analytics related to cash flow, investments, and other Treasury-related data. Supports preparation of materials for reporting to senior leadership such as the Cash Note Report and the Investment Report.

	<ul style="list-style-type: none"> b. Manage the Bank ID Database (BID) database and ensures the BID list reconciles with the Bank Operations' team. c. Reconcile the District's wire transfers with cash accounting and general ledger postings for incoming and outgoing electronic transactions. d. Prepare the daily cash position and short-term forecast, advises the Treasury Management on short-term cash management, and coordinates the daily cash flow & funding needs. e. Be the primary back up for the members of the CIMU as related to cash management; compiling, processing, and analyzing the daily cash activity, preparing the cash positioning worksheet and the cash forecast snapshot report. f. Support departmental projects and resources appropriately to ensure that projects are successfully implemented while working collaboratively across the organization to ensure previously agreed upon project deliverables are met. g. Act as an internal consultant for Treasury related matters to analyze and develop sound technical and financial information to assist in the evaluation, including cost-benefit analysis, of projects of processes. h. Support Treasury leadership with management of banking & investment relationships and assists with implementation of new banking services and products and implements functional enhancements to the department's reporting tools/output. i. Assist with the development and maintenance of policy, procedures, internal controls, and best practices to support the business.
Qualifications	<p>Have a minimum of five (5) years' experience as a Treasury Analyst or similar roles in a corporate setting, and has demonstrated skills and knowledge in the following:</p> <ul style="list-style-type: none"> a. Ability to manipulate large volumes of data to create reporting to identify and interpret business trends. Analyze detailed datasets, transforming it into meaningful financial information to address complex inquiries and present findings b. Experience with investment in fixed income c. Knowledge of cash and investment accounting d. Excellent written and verbal communications skills e. Strong analytical skills f. Ability to work independently g. Excellent planning and organizational skills
Education:	<ul style="list-style-type: none"> a. Bachelor's Degree in Business, Accounting or Finance b. CTP a plus
Technical Skills:	Expert proficiency in Microsoft Excel and Access, TMS systems and ERP systems.
CLIN	D017, D117, D217, D317, and D417
Title	Treasury Analyst (CIMU)

Duties and Responsibilities	<ul style="list-style-type: none"> a. Prepare the daily cash position, advises the Treasury Management on short-term cash management and coordinates the daily cash flow & funding needs. b. Compile and analyze daily cash activity and prepare the daily cash snapshot report. c. Monitor the District's cash accounts and balances to ensure accurate processing of payments (ACH, wire) cash accounting and general ledger posting of the cash activity. Review for accuracy and completeness the general journal entries each day that reflect incoming and outgoing investment/cash transactions. d. Post entries to the ERP/accounting system in compliance with the CFO's 48-hour posting guideline. e. Prepare and create reports that represents District's investment and cash management activities and assist management with the preparation of comprehensive investment income and cash flow projections and activity reports. f. Assist with upkeep and distribution of bank and investment statements. g. Execute fed wire and ACH transfers to and from the District's bank accounts. Prepare journal entries to record bank transactions (i.e. wires, book transfers etc.) h. Develop and update procedures to reflect most current processes. i. Support other cash management functions as needed in order to meet the unit's objectives and deliverables.
Qualifications	<p>Treasury Analyst shall have a minimum of three (3) years' experience as a Treasury Analyst or similar roles in a corporate setting, and has demonstrated skills and knowledge in the following areas:</p> <ul style="list-style-type: none"> a. Strong Financial analysis skills and ability to interpret data b. Knowledge of cash and investment accounting c. Excellent written and verbal communications skills d. Strong analytical and critical thinking skills e. Ability to work independently with minimal supervision f. Strong planning and organizational skills
Education:	Bachelor's Degree in Business, Accounting or Finance
Technical Skills:	Proficiency in Microsoft Excel and Access, TMS systems and ERP systems.

CLIN	D018, D118, D218, D318, and D418
Title	Treasury Management Analyst (BMU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Treasury Management Unit:</p> <ul style="list-style-type: none"> a. Analyze financial records and reconciling financial data utilizing Microsoft Excel. b. Analyze data gathered and developing solutions or alternative methods of proceeding.

	<ul style="list-style-type: none"> c. Track various projects utilizing Microsoft Excel. d. 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. e. Assist with the preparation of final reports to include editing for errors, preparing appropriate charts, graphs and computer-based presentations. f. Perform a variety of highly complex administrative and office analytical functions to identify inefficiencies, streamline processes, eliminate redundancies. g. Examine financial and other data, including revenue, expenditure, and employment reports. h. Create solutions or alternative practices. i. Gather business or financial data. j. Analyze data gathered and develop solutions or alternative methods of proceeding. k. Effectively communicate with personnel concerned to ensure successful functioning of newly implemented systems or procedures. l. Develop and prepare contracting reports. m. Set meetings, recording, and preparing meeting summaries. n. Receive in-bound and preparing out-bound communications, writing high level grammatically correct memos and emails. o. File records, publications, and other associated documentations. p. Assist in managing records management program for filing, protection and retrieval of records and assure compliance with program. q. Perform other duties as assigned.
Qualifications	<ul style="list-style-type: none"> a. Strong management and analytical skills that can help in implementing effective strategies in the company b. Superior verbal and written communication skills c. Deep knowledgeable of trends and current consumer requirements and potential clients d. Self-motivated and able to motivate team members e. Analytical with strong problem-solving skills
Education:	BS or BA from an accredited college or university.
Technical Skills:	MS Teams, MS Project, MS Office (Word, Excel, PowerPoint and SharePoint)

CLIN	D019, D119, D219, D319, and D419
Title	Unclaimed Property Technician (UPU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Unclaimed Property Unit:</p> <ul style="list-style-type: none"> 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

	<p>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.</p> <ul style="list-style-type: none"> 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:	<ul style="list-style-type: none"> 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. 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 in order to resolve problems in a quick paced environment.