



**Position Description**  
**Systems/Management Analyst**

**ArcSource Group, Inc.** is a certified Woman-Owned Small Business that provides full lifecycle training, and management and IT-related services. Since 2008, ArcSource has successfully served Federal civilian and defense customers by combining program management expertise, operational experience and technical skills with innovative, effective solutions.

Position Title	<b>Systems/Management Analyst</b>
Position Type	Full Time
Position Location	Remotely at CONUS locations through telework agreements
Daily Responsibilities	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the DMHRSi (Oracle) structure and key components, and system interfacing with DMHRSi</li> <li>• Develop and maintain a thorough understanding of the AF data elements and data structure within the DMHRSi Oracle database system</li> <li>• Assist in the preparation of data staging that will be converted and/or migrated.</li> <li>• Assist in business and system configuration management and enterprise transition planning from the current to objective business/system environment</li> <li>• Monitor, analyze, and manage submitted Change Requests (CRs)</li> <li>• Work with base Military Personnel Flights to provide the required support needed to ensure MILPDS compatibility reports are fed into DMHRSi accurately</li> <li>• Track the number of support hours provided to each specific customer by project team member. Consolidate and report all customer support provided on the Monthly Progress Report</li> <li>• Accomplish data mining and query all required databases using established reporting tools; provide ad-hoc queries to support complex information requirements. Utilize the DDR and transaction reporting built into DMHRSi.</li> <li>• Develop and maintain Air Force level ‘canned’ DMHRSi reports for enterprise and program office utilization. Utilize the DDR and transaction reporting built into DMHRSi.</li> <li>• Develop and maintain performance metrics on the DMHRSi database system, to include the amount of scheduled and unscheduled downtime.</li> <li>• Identify source system data changes and assist with modifying all interfaced requirements agreements that update DMHRSi.</li> <li>• Maintain DMHRSi hierarchy/structure to ensure DMHRSi mirrors the Air Force Personnel Assignment System (PAS) directory</li> <li>• Coordinate all organization/PAS updates with DHSS to ensure changes are submitted to Defense Civilian Personnel Data System (DCPDS).</li> <li>• Prepare a DoD Batch and Timecard Status Report on each MTF at the end of every pay period to measure both timecards submitted on time and approved on time</li> <li>• Prepare a Timecard Summary View Report on each MTF monthly. Utilize the DDR and transaction reporting built into DMHRSi</li> </ul>





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	<ul style="list-style-type: none"> <li>• Monitor timecard submissions from all 70 MTFs, and reassign any timecards without a valid timecard approver to the appropriate MTF manager</li> <li>• Attend Testing and Evaluation (T&amp;E) meetings and test functional changes</li> <li>• Present Education and Training (E&amp;T) related issues at Configuration and Control Board (CCB) and other meetings</li> <li>• Review E&amp;T documents used for training Point of Instruction (POI), Concept of Operations (CONOPS), etc. to ensure synchronization with functionality of the E&amp;T module</li> <li>• Monitor the weekly interface file from the Medical Readiness Decision Support System (MRDSS) to ensure the file is successfully transferred to DMHRSI</li> <li>• Analyze the weekly error log and correct all discrepancies by creating a course in DMHRSI or by submitting CRs for future usage</li> </ul>
Required: Years of Experience (min)	<ul style="list-style-type: none"> <li>• 5 years DMHRSi; systems analysis, design, and maintenance; database design and the utilization of database management tools including SQL, ORACLE, DDR; AND writing/creating DDR (DMHRSi Data Repository) ad-hoc reports</li> <li>• 5 or more years recent working experience with Medical Readiness Decision Support System-Unit Level Tracking and Reporting Application (MRDSS-ULTRA)</li> </ul>
Required:	<ul style="list-style-type: none"> <li>• Bachelor’s Degree in a clinical or healthcare-related field required</li> <li>• An Associate’s Degree in a clinical or healthcare-related field combined with an additional 5 years of DMHRSI experience may be substituted for the Bachelor’s Degree</li> </ul>
Required: Experience	<ul style="list-style-type: none"> <li>• 5 years DMHRSi experience required</li> <li>• 5 years of experience in systems analysis, design, and maintenance required</li> <li>• 5 years’ experience/knowledge and skill in database design and the utilization of database management tools including SQL, ORACLE, DDR (DMHRSi Data Repository) and other applicable DMHRSi tools required</li> <li>• 5 years’ experience of writing/creating DDR (DMHRSi Data Repository) ad-hoc reports required</li> <li>• 5 or more years recent working experience with Medical Readiness Decision Support System-Unit Level Tracking and Reporting Application (MRDSS-ULTRA) and have the ability to correct all interface errors</li> </ul>
Required: Clearance	<ul style="list-style-type: none"> <li>• Tier 1 (NACI) investigative clearance/background investigation</li> </ul>

*The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job. Applicants selected will be subject to a government security investigation and must be able to obtain a government-granted security clearance. Individuals may also be subject to a background investigation including, but not limited to criminal history, employment and education verification, and drug testing. ArcSource Group is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation, or genetic information.*