Bold Cape Information Technologies LLC

OPEN POSITION

Data Analyst	
Posting Date: April 11, 2023	FLSA: Salary
Applications Due Date: Open until filled	Location: Washington, DC
Job Type: Full-Time	Clearance: Secret

Position Summary: Bold Cape Information Technologies, a subsidiary of King Cove Corporation is currently seeking a qualified Data Analyst for Bureau of Global Talent Management's Board of Examiners Support Office under the supervision of the Talent Management Front Office. The Data Analyst will provide expert data analyses advice to stakeholders, including Department officials, managers, supervisors, employees, and vendors, where applicable. This position will oversee and conduct data analyses and prepare various statistical reports and supports the development of instruments and programs for the Foreign Service selection process, analyzes data to identify trends and make programmatic recommendations. Current Active Secret Clearance Required.

Essential Duties and Responsibilities:
The Essential Duties and Responsibilities are intended to present a descriptive list of the range of duties performed for this position and are not intended to reflect all duties performed within the job. Other duties may be assigned.

The Data Analyst Supports the development of instruments and programs for the Foreign Service selection process. The duty includes:
- The Data Analyst must thoroughly understand data analysis, and is proficient in dealing with large amounts of information and organizing it with Excel pivot tables, graphs, and charts.
- Thoroughly understands the Foreign Service Assessment process and the data available in Recruitment, Examination and Evaluation Tracking Application (REETA), Knowledge Center, and through contractors and how to obtain and analyze it with the view to improving and understanding it.
- Understand the goals and purposes of each step in the process and how they interact. Analyzes data to identify trends and make programmatic recommendations.
- Oversee and conduct data analyses and prepare various statistical reports on a monthly, quarterly, annual, and ad-hoc basis. Participate in, or lead, job analysis activities.
- Provide technical direction regarding psychometrics, research and survey design, analysis, and interpretation.
- Serve as a consultant on issues associated with the development and utilization of assessments for use in key areas of Human Resources.
- Become familiar with the data in REETA as it pertains to BEX and how to access it via Knowledge Center, putting it in spreadsheet format. Use graphs, infographics, and other methods to visualize data.
- Conduct analytical studies in support of workforce planning and/or organizational initiatives.
- Translate analytical results to communicate to a broad range of audiences.
- Works with Knowledge Center and the REETA team to develop templates of BEX data, answer

specific questions about assessment processes and the outcomes of those processes using Knowledge Center and REETA data, and address other BEX concerns involving data.
- Thorough familiarity with the aims of BEX and able to analyze, working with Industrial-Organizational Psychologists, if these aims are being met.
- Develop program or administrative reporting systems including the systems specifications, data gathering and analytical techniques, and systems evaluation methodology.
- Evaluates test quality, including performing validation studies.
- Keep abreast of state-of-the-art educational technology and Industrial/Organization Psychology evaluation and assessment development tools.
- Understand EEO guidelines and definitions as they pertain to BEX/customer data.
- Document analytical processes and procedures.
- Create presentations and reports based on recommendations and findings.
- Develop and administer training for assessor and subject matter expert staff on assessment techniques and processes.

Qualifications:

Experience, Education, and Certifications:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Bachelor's Degree in relevant field or six plus years in data analytics
- Knowledge of psychometric principles and their implication for Federal service
- Knowledge of psychometrics, research and survey design, analysis, and interpretation
- Knowledge of statistics and various statistical analyses
- Knowledge of job analysis and competency modeling
- Knowledge of principles, procedures, and techniques for test validation
- Knowledge of test theory as it pertains to personnel testing
- Knowledge of workforce and project planning
- High level of knowledge and comfort with Excel and its advanced applications, including manipulating large amounts of data in an Excel spreadsheet and pivot tables.
- Knowledge of various tests and measurements available for selection processes.
- Excellent oral and written communication skills.

Preferred:
- General knowledge of the State Department environment

To apply for this position please submit a resume to [braxton.apperson@boldcape.com.](mailto:braxton.apperson@boldcape.com)

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