



# District of Columbia National Guard

## Accelerated Hiring Announcement

### Title 5 Civilian

# DC-AHA-AR-26-001



<p><b>APPLICATION MUST BE FORWARDED TO:</b></p> <p><b>IN ORDER TO RECEIVE CONSIDERATION</b></p> <p><b>Col. Robert J. Goodin</b>  <a href="mailto:robert.j.goodin.mil@army.mil">robert.j.goodin.mil@army.mil</a></p>	<p><b>OPENING DATE:</b> 03 March 2026</p>	<p><b>CLOSING DATE:</b> 13 March 2026</p>
	<p><b>Position Title:</b> Data Analytics Specialist  <b>Title:</b> Title 5  <b>Grade:</b> GS-0301-13</p>	
	<p><b>AREA OF CONSIDERATION: GROUP III</b>  All groups of Federal re-employables and eligibles.</p>	
<p><b>Position Location:</b>  USPFO,  Joint Base Anacostia-Bolling</p>	<p><b>NOTE:</b> This position is subject to provisions of the DoD Priority Placement Program.</p> <p><b>3R And Superior Qualifications May be available</b></p>	
<p><b>INSTRUCTIONS FOR APPLYING:</b>  You must send applications electronically to the email addresses listed below.</p> <p style="text-align: center;"><b>REQUIRED DOCUMENTS:</b></p> <ol style="list-style-type: none"> <li>Resume - resume highlighting your specialized experience. Ensure you include "from (mm/yy)" and "to (mm/yy)" dates along with a description of your relevant experience.</li> </ol> <p style="color: red;">Note: starting on September 27, 2025, federal agencies will only accept resumes up to two pages in length.</p> <ol style="list-style-type: none"> <li>Valid Secret Clearance</li> <li>CompTIA Security + Certification</li> <li>Current SF-50 (If applicable)</li> <li>Please submit completed packages to:  Col. Robert J. Goodin  <a href="mailto:robert.j.goodin.mil@army.mil">robert.j.goodin.mil@army.mil</a></li> </ol>		
<p><b>GENERAL EXPERIENCE:</b>  Experience, education or training which provided a general knowledge of principles of organization, management, and administration. Compiling reports, letters, memoranda, etc., and required person-to person contacts to convey information. Progressively responsible experience which demonstrates the ability to provide technical guidance and assistance in the type of work or in comparable work of the position to be filled. Experience using computer and automation systems</p> <p><b>SPECIALIZED EXPERIENCE:</b>  1 year specialized experience equivalent to at least the next lower grade level. Experience, education or training in program or managerial experience in a type of work or a combination of functions directly related to the position to be filled or in comparable work or functions. Experience developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations. Experience in supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures. Experience in preparing written communications and oral presentations.</p>		

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**Position:** Data Analytics Specialist

**Duties:**

1. Provides authoritative technical advice on all aspects of data analytics. Responsible for administering and coordinating a complex data analytics portfolio including Army and Air National Guard and highly technical special projects. Sets appropriate work priorities, applies knowledge of organizational needs and deadlines, and consistently follow-up to assure receipt of required documentation. The incumbent identifies, extracts, compiles, and analyzes information from various sources and develops meaningful program data, information, and reports in a variety of formats for presentation to and utilization by Senior Leaders, supervisors, and colleagues. The incumbent will research, design, develop and manage the content, design, layout, and features of different types of software such as analytical dashboards and various business intelligent tool  
Communicates and coordinates with content managers to ensure content conforms to Section 508, DoD, DFAS Site Office standards and policy, web design and content best practices.
2. Utilizes expertise in interpreting, developing, and applying appropriate data to generate usable products that enable leaders to make informed decisions about the enterprise related to business processes, management, and efficiencies. Conducts studies, identifies trends, risks, and themes based on the data and information.
3. Counsels and advises others including Federal staff, and recipients to accomplish the program goals. Keeps supervisors and staff informed of administrative issues and developments. Responds to questions and resolves problems for staff. Provides leadership and significantly contributes to ad-hoc or regular workgroups within the data analytics management community. Inspects and reconciles data to ensure validity of information. Provides technical guidance in the development and review of policy and procedural issuances from the Department, the agency, and Operational Directorates related to data analysis. Reviews and comments on proposed changes in rules or regulations, conducts special studies, and prepares position papers and special reports. Responds to letters, memos, phone calls, emails, etc. with recipient and Federal staff.
4. Performs qualitative and quantitative techniques to analyze and measure the effectiveness, efficiency, and productivity of National Guard programs (examples include Comptroller, Logistics, Real Property, Maintenance, and Human Resources). Applies appropriate program evaluation and measurement in order to prepare project papers and staff reports and provides briefings to JFHQ leaders, Staff personnel, unit/wing leaders, and respective program managers.
5. Incumbent serves as the USPFO's principal authority and subject matter expert in all Data Analytics. Advises the USPFO, TAG, and other senior officials and staff regarding data analytics for current and future plans involving complex analysis and long-term projects and programs within the state NG. Develops and maintains a myriad of reports. Confirms and validates data prior to use for reports through systems of record. Delivers data that often flows through the National Guard with the USAF, USN, USMC, USAR, USA (Active Duty), DIA, DLA, DARPA, GSA, GPO, USDA, NASA, DOE, USCG, and more.
6. May have limited leader responsibilities. Distributes and balances workload among employees. Gives on-the-job training to lower-graded employees. May approve leave for assigned employees. Completes annual performance appraisals. Resolves simple complaints and grievances, referring the more serious ones to the supervisor. Recommends training needs for employees. Provides input to the supervisor concerning selections, promotions, reassignments, recognition of outstanding performance.
7. Performs other duties as assigned.