



Trident Technologies and
Consulting – Global, LLC

Management / Data Analyst

Job Title: Management / Data Analyst
Work Location: Virginia Beach, VA
Position Classification: Full Time
Security Clearance: Active SECRET clearance

Overview

Trident Technologies and Consulting - Global, LLC (T2C-Global) is a Woman Owned Small Business (WOSB) and Certified Woman Owned Florida Business Enterprise specializing in providing innovative global defense services and solutions. T2C-Global is currently seeking motivated and talented individuals who can offer the knowledge, skills, and experience in support of our Virginia Beach, VA based customer.

Responsibilities

Assist the NSWG-2 Assessment and Selection (A&S) Cell and Director on all facets of command manning activities, including assessment and selection for the NSWG-2 Echelon III & IV commands. Efforts will involve, but are not limited to – application intake, tracking projected losses/gains, in-route schools, rotation date adjustments, strategic alignments, assessments/selections, scheduling/coordination with the enterprise's medical/psychological departments. Additional tasks will include assisting the A&S Cell with research, development, coordination and implementation of command marketing products, A&S tools and maintain a web space.

Specific duties include:

- Provide A&S program overview to all new department heads, LCPOs and LPOs.
- Receive applications and assess against current MILPERSMAN Article 1306 for eligibility.
- Identify personnel that are ineligible and document/track reasons for ineligibility. Notify A&S Director for direction/guidance. Process eligible candidate packages; coordinate with Medical, Psychology, Identity Management and respective NSWG-2 Department Heads, Leading Chief Petty Officers, or other designated personnel.
- Update screening/orders tracker to reflect candidate package status, recording flag request as warranted, update status/location of package with dates to assure processing.
- Provide tracker updates, as required to PERS-4013, Command Master Chiefs, Command Career Counselors, and detailers.
- Update tracker when candidates screen favorably or unfavorably.
- Research, determine coordinate adjustments - whether schools are required in route, detachment date and report no later than (RNLT) date, update tracker and trigger request for orders.
- Review current and previous NAVADMINS, MILPERSMAN articles, Activity Manning Manager policy letters, instructions, or any other document influencing Billet Based Distribution (BBD), manning and Navy detailing.
- Review, coordinate, develop and provide recommendations to improve current marketing tools.
- Update and manage a checklist for A&S application review.
- Update and manage pre- and post- candidate survey.
- Assist with update and coordination of MILPERSMAN Article 1306.
- Assist with research and coordination of the Recruiting Article.



- Assist with research and coordination of the Assessment and Selection Instruction.
- Update and manage and maintain a A&S file plan.
- Update and manage archiving candidate files and maintain the archived files.
- Manage A&S Distribution emails.
- Develop a database and maintain data of inventory of non-eligible, eligible, and high interest candidates.
- Track and flag command rotation dates using A&S business rules.
- Assess and recommend which billets will require rotation date adjustments, to improve alignment for the tentative/projected gain and ISTOP initiative.
- Track/manage/request through PERS-4013 command approved 1306-92 and 1306-7 for extensions, retours, release to screen actions.
- Verify accuracy of all orders for incoming personnel; request orders modification in the event corrections are required.
- Review incoming personnel FLTMS records to validate which in-route courses are required.
- Develop reports that will analyze and track program facets to include data points such as PRD projections, vacancy reports, # candidates/applications, timelines, and reasons for unfavorable screenings.
- Assist with preparation of command briefings and presentations.
- Assist with A&S specific scheduling and setup for events such as command offsites, pilot project teams, command events sponsoring detailer and community manager engagements.
- Update and evolve A&S common work environment.
- Attend meetings as directed by A&S Director, or Triad.

Qualifications

Required:

- **Current DoD Active SECRET clearance**
- Eight (8) years of hands-on administrative/program management experience within DOD or Navy.
- Three (3) years of technical experience with Navy Detailing, Navy Career Counselor, Navy Training Manager, Navy Personnel Specialist, Navy Yeoman, Navy Enlisted Community Manager, or with a recruiting organization.
- Two (2) years of experience within the past four (4) years with developing metrics, reports, presentations that was part of the decision making process for the command.
- Previous experience in the Special Operations Forces (SOF) community is highly desirable.
- Must have a Customer Service background.
- Possess expert level computer skills with applications such as Microsoft Office, Excel, PowerPoint, Outlook, and Project.
- Possess strong briefing skills and able to speak in front of large audiences or leadership meetings.
- Must be capable of multi-tasking in a high stress, time sensitive environment.
- Must be capable of effectively coordinating various products with stakeholders.

Supplemental Information

Special Conditions

- If offered employment, you will be required to submit to a background investigation.



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- Employees performing sensitive requirements must be able to pass a drug test as a condition of employment, and submit to random drug testing throughout the contract performance period as per FAR 252.223-7004, Drug Free Workforce. If your position requires drug testing to successfully meet contractual obligations, this will be a condition of employment

Equal Opportunity Employment Statement

T2C-Global is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

T2C-Global POINT OF CONTACT

If interested in applying for the above listed position, please contact us at; recruiter@t2cglobal.com