

Senior Systems Engineer

Roles and Responsibilities

This individual's responsibility will be to provide primary client interface for determining client requirements and translating them into system requirements. Individual will be responsible for communicating with the client concerning progress; must have strong interpersonal and client relationship skills.

The Senior Systems Engineer:

- Is responsible for a variety of management tracking systems in support of the Federal client. These systems track personnel actions, background investigations, and cost management progress for every Division.
- Provides oversight and leadership for financial management aspects of client operations in compliance with applicable accounting, budgeting and internal control policies, requirements and standards, specifically in the Capital Planning Process (e.g. OMB Exhibit 300 generation and support).
- Develops, recommends, and helps to implement budget formulation policy, plans, standards and procedures.
- Formulates requirements to support business strategic needs and coordinates integration into client's operational plans and activities.
- Provides leadership in designing and maintaining personnel databases and office information profiles (e.g. emergency notifications and pandemics, separations, office moves, org changes).
- Provides leadership and coordination security background investigations for an organization of 700+ federal and contractor personnel.

This job has no direct supervisory responsibilities. May coordinate work activity of others as directed by program or group manager. May train new staff or provide technical guidance to lower level or support staff.

Background and Experience: (including education, skills, work activities)

Candidate must be experienced in, or have working knowledge of, federal capital planning processes, detailed lifecycle management, and various aspects of a federal financial management environment, in particular working capital fund and cost-reimbursable organizations.

Candidate must be experienced in gathering client requirements, managing client expectations, and interacting with senior managers. Also, will require strong organizational and communication skills.

Candidate must be able to work with little supervision and direction and work directly with the client as required.

(a) Minimum required:

Bachelor's degree in Engineering, Computer Science, or Math from four-year college and eight or more years related experience and/or training; or equivalent combination of education and experience. Must have experience in the Capital Planning and Investment Control (CPIC) process, and associated tools (WorkLenz, eCPIC).

(b) Desired:

Experience with designing, developing, and/ or implementing personnel management information systems and generating OMB Exhibit 300s.

The selected candidate proceeds under the general direction of program or site manager. Independently determines method of problem resolution and uses own initiative and judgment to achieve desired ends. Work is reviewed upon completion for adequacy and results.

The candidate must be able to develop solutions to problems using ingenuity and creativity. Candidate should have strong written and oral communication skills as well as experience in coordinating client activities.



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