

Job Description
Data Analyst
Cyber Innovation Center

This position is for a **Data Analyst** at **Cyber Innovation Center (CIC), Collaborative Environment Division, in Bossier City, LA**. The position will require handling a wide range of tasks. Employee must be able to work on multiple data and analytical projects at the same time. This person must be exceptionally well organized, flexible, and enjoy the challenges of supporting and working with government employees and programs. Responsibilities associated with this position include acquiring data, maintaining databases/data systems, filtering and cleaning data for reporting or use in other analytical models, analyzing data using statistical techniques, and preparing and presenting reports.

Required Skills & Attributes:

- Five or more years of data and analytics experience with a clear understanding of the challenges of large and disparate data sets.
- A Secret clearance, with eligibility for SCI-DCID 6/4 Top Secret Clearance. US Citizenship required.
- Experience with manipulating and visualizing data using Python.
- Technical expertise regarding data models, data mining, and segmentation techniques.
- Strong knowledge of and experience with reporting packages, databases, and programming.
- Knowledge of statistics and experience using statistical packages for analysis.
- Strong analytical skills with the ability to collect, organize, analyze and disseminate significant amounts information with attention to detail and accuracy.
- Adept at generating reports and presenting findings.
- Excellent communication and presentation skills.
- Excellent time management skills, including the ability to work on multiple projects in parallel.
- Must be flexible and work with limited supervision.
- Customer focused, adaptable and willing to work varying assignments.

Required Education:

- Bachelor's degree in either Mathematics, Computer Science, or other relevant degree.
- Eight years of relevant experience with other education and training may substitute for bachelor's degree requirement.

Work Requirements:

- Hours: 8 a.m. to 5 p.m., Mon-Fri (typical). Due to the nature of the business and depending on specific event schedules, the employee will be required to vary typical work hours.
- Occasional weekend work could be required.
- Occasional travel will be required.

Compensation:

- Salary: Commensurate with ability and experience.
- Excellent employee benefits package.