

## **Job Title: MANAGEMENT ANALYST I**

***This position is contingent on contract award.*** Anticipated award date of June 2021.

Salary is dependent on experience and education.

KMS Solutions is seeking motivated individuals to join our team to provide Engineering Support Services to the Program Executive Office Submarines for In Service Engineering (TEAM SUB In Service) offices at the Naval Sea Systems Command, Washington Navy Yard in Washington DC.

TEAM SUB In Service supports the following program offices: Submarine Escape and Rescue (PMS 391), In-Service Strategic and Attack Submarines Program Office (PMS 392), Advanced Undersea Systems Program Office (PMS 394), Special Operations Forces Undersea Mobility (PMS 399) and Submarine Safety and Quality Assurance Division (SEA 07Q). Support includes

**PMS 391** – Assessment/Underwater Work System (AUWS), Submarine Rescue System-Rescue Capable System (SRS-RCS), and the Submarine Rescue System-Submarine Decompression System (SRS-SDS)

**PMS 392** – responsible for SSN fleet support (including in-service SEAWOLF submarines), SSBN fleet support, and submarine modernization. PMS392 responsibilities also include support for the TRIDENT UK program, and support for in-service VIRGINIA Class and SSGN submarines.

**PMS 394** – provides acquisition and life cycle support for advanced undersea systems, including USS JIMMY CARTER (SSN 23), Deep Submergence Vehicle (DSV) ALVIN, Payload Handling System (PHS), related Research and Development (R&D) systems, singular entry point on behalf of Program Executive Office, Submarines (PEO SUBS) for rapid fielding of unmanned systems, and Large Ocean Interface (LOI) development and integration efforts.

**PMS 399** – responsible for the coordination of research and development initiatives, acquisition, test and evaluation, in-service support, and recommends certification of Dry Deck Shelter (DDS) and Special Operations Forces (SOF) Host Submarine Systems. PMS399 is also responsible for future SOF Undersea Mobility Systems and technical support for all matters pertaining to SOF Undersea Mobility; and other projects as directed by NAVSEA 07.

**SEA 07Q** – responsible for the safety and quality assurance programs associated with acquisition and life cycle management of submarines and deep submergence systems and for monitoring compliance with these programs.

Candidates with an appropriate mix of education and experience should apply at [www.kmssol.com](http://www.kmssol.com).

### **Job Overview & Responsibilities:**

The Junior Management Analyst assists in the analysis of available information to identify problems related to the TEAM SUB In – Service Program Office they are supporting, defines the nature and extent of the problems and develops economical recommendations on how to address these issues.

### **Essential Functions**

- Collecting, reviewing, and analyzing operations and information associated with TEAM SUB In – Service platforms and compare to emerging related technological improvements.
- Analyzing relevant technical and financial data.
- Preparing and solving mathematical models
- Developing and/or presenting reports of findings
- Experience leading a project and interfacing with customers.
- Knowledge of program management and Department of Defense acquisition processes

Reasonable accommodations may be made to enable individuals with disabilities to perform one or more of the essential functions.

### **Competencies**

- Technical Capacity
- Problem Solving
- Financial/Cost Analysis

- Communication Proficiency
- Stress Management/Composure
- Thoroughness
- Customer/Client Focus

**Required Education and Experience**

- 3 years of relevant experience.
- SECRET DoD security clearance.

**Preferred Education and Experience:**

- Bachelor's degree in a business or technical field.
- 5 years of relevant experience.
- Familiarity with Department of Defense and associated procurement processes.
- Familiarity with TEAM SUB and associated procurement processes.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Supervisory Responsibility**

This position does not have supervisory responsibilities.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. Excellent listening skills are essential. The employee frequently is required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms.

**Position Type/Expected Hours of Work**

For full time employees, the workday is eight hours in length. Some flexibility in hours is allowed, with concurrence from the supervisor. The employee must be available during the "core" work hours of 9:00 a.m. to 3:00 p.m. and must account for the hours in a pay period to maintain full-time status.

**Travel**

10% travel is expected for this position.

**AAP/EEO Statement**

KMS Solutions provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## **About KMS**

KMS Solutions, LLC, provides high quality consulting and technical services to commercial and Government clients. Our principals are experienced in and dedicated to serving the needs of US Government related activities. Specific market areas include the US Navy, the US Intelligence Community, the Department of Defense and its C4ISR programs, and other Federal technology and human capital management related activities. Our employees are in the continental United States and globally deployed supporting decision makers at the highest levels of industry and the federal government with systems engineering, human capital development, and advisory & assistance professional services.