

**Position Title:** Business Systems Analyst / Data Management Specialist

**Full Time/Part Time:** Full Time

**Projected Start Date:** ASAP

**Work Location:** Honolulu, Hawaii

**Security Clearance Requirement:** Top Secret / Sensitive Compartmented Information (TS/SCI)

**Anticipated Need to Travel:** N/A

**Special Qualifications:**

- Must have experience in Program/Project Management.
- Must have experience in Knowledge Management disciplines and practices.
- Must have experience using Microsoft Office tools (Word, Excel, PowerPoint, Outlook, Project and Visio) in preparing analytical reports, information papers, and briefings for executive level recipients.
- Must have experience in SharePoint Content and Site Administration.
- Must have experience in SharePoint Information Architecture.

**Summary of Job Duties:**

- Information Architecture: Contractor will review, evaluate and propose information architectures and recommend appropriate technical approaches for the PACOM Portals. Work will focus on PACOM's Strategic, Operational and Administrative plans and facilitate user navigation and search access to relevant information to more efficiently and effectively achieve mission objectives.
- Taxonomy: Contractor will develop, implement and maintain taxonomy (or taxonomies) which are currently implemented in the SharePoint Managed Metadata Store and Concept Searching. Contractor's assistance will help ensure that the taxonomies are implemented properly to support effective user search, faceted search and the search-based content strategy.
- Search: Contractor will develop, implement and maintain Search functions; critical for users trying to find information. Contractor's assistance will help ensure our search functionality is configured for optimal performance.
- Identity Management: Contractor will implement and maintain portal identity management (permissions structure, administration, auditing, etc.) critical to support the information architecture that underlies all operation and exercise collaboration sites. Contractor's assistance in providing us with an actionable identity management strategy which is consistent with the planned information architecture will ensure our critical operation and exercise collaboration portal is accessible as required by internal staff and external agencies.
- Governance: Using the existing SharePoint Governance Framework, contractor will develop, refine, and implement Portal Governance. Contractor's assistance will help ensure that the portals are properly managed and content is current, relevant, consistent, and secure.
- Portal Migration: Contractor will review current implementation and develop recommendations for migrating to the current version of the then-current portal solution. Contractor's assistance will help ensure that PACOM deliberately manages and plans lifecycle management of the portal.

- Automating Business Processes: Contractor will work with users to analyze business processes and develop and implement solutions that will automate the processes.
- KM Maturity: Contractor will help mature Knowledge Management at HQPACOM. Using the PACOM KM maturity model as a foundation, recommend and implement changes in the HQ to improve KM capabilities and maturity. Areas include (but are not limited to):
  - Communities of Practice
  - Lessons Learned
  - Developing a knowledge sharing culture
  - Knowledge sharing framework
  - Collaboration
  - Strategy design
  - Process improvement
  - Succession planning
  - Integrating KM practice