



OAK Management, Inc.

225 Reinekers Lane, Suite 680
Alexandria, VA 22314-2875

Telephone: (703) 739-7636

Fax: (703) 739-7658

**Position Title: Program Analyst for Commercial Statistics – Office of Science and Technology –
NOAA Fisheries**

Location: Silver Spring, MD

Status: Full Time

Relevant Work Exp: 3 yr

Salary: 45-55k/yr

Career Level: Entry Level

Education: Bachelor's Degree

OAK Management is a small business focused on supplying our clients with innovative solutions in the area of program management, systems engineering, software development, and management consulting services. OAK Management has provided these professional services to the Federal government and our commercial clients since 1981. The company's client base includes offices in the Department of Defense, Department of Commerce, and commercial shipbuilding industries. Within the Department of Commerce, we have supported the National Oceanic and Atmospheric Administration (NOAA) National Marine Fisheries Service (NMFS) since 1998, providing a range of services ranging from regulatory issues, requirements development, ship design and acquisition management, to specialized scientific support for Fisheries issues.

Duties: OAK Management, Inc. has an immediate opening for an entry level person to support the Commercial Statistics Program, primarily with tasks related to the production of the annual Fisheries of the United States publication. OAK Management, Inc. provides support to the NOAA National Marine Fisheries Service (NMFS) Office of Science and Technology Fisheries Statistics Division. This position will be a 1 year temporary placement with potential for long term employment.

Responsibilities

- Data Entry and Management – Enter survey data from paper forms using web-based data entry tool. Resolve issues of inconsistent data through research or contact with data providers. Access and analyze data stored in Oracle databases using SQL programming.
- Produce Data Reports and Tables for Publication–Take data provided from various sources and use SQL and Excel, as appropriate, to produce the tables and reports for Fisheries of the United States.
- Data Dissemination – Facilitate responses to routine requests for commercial fisheries data and statistics which are maintained in Oracles databases, and produce data tables and datasets with requested information.
- Quality Control, Auditing, and Editing of Fisheries Data – Obtain and check data delivered by data collection partners for possible errors. If errors are found, then the partner must be notified as soon as possible to allow timely communications to determine an appropriate correction.
- Communications with State Partners and Interstate Commission Partners –Communicate with states and interstate commissions to facilitate obtaining data, resolving data quality issues, and implementing quality control procedures.
- Document Operations – Document current or improved procedures for obtaining and checking data and for producing tables and reports required for Fisheries of the United States.

Minimum Essential Education: BS in environmental studies, biology, statistics or a related field. In lieu of an undergraduate degree, comparable or specialized experience working with Federal, state, survey, or fisheries projects would be considered. Specialized experience is experience that equips the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position.

Minimum Essential Experience: (1) Proficient with MS Office Suite especially using MS Excel for manipulating data and creating reports. (2) Programming in SQL to obtain, analyze, and manipulate data from databases. (3) Experience with data entry from paper forms (4) Experience with desktop publishing software, especially Adobe PageMaker a plus. (5) Fisheries knowledge and background a plus.

OAK Management, Inc. is an Equal Opportunity Employer

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Essential Skills/Capabilities: (1) Organized and process oriented with a strong attention to detail. (2) Ability to concentrate on repetitive tasks and correctly enter error-free data (3) Basic level of SQL programming skills and knowledge of database structure and management (4) Knowledge of survey data. (5) Excellent communication skills. (6) Good organization and people skills. (7) Motivated, proactive, and self starter.

Professional Licenses/Certifications: None required.

Security Clearance: The successful candidate will be required to obtain a NOAA security badge and common access card permitting access to NOAA facilities. No visa sponsorships available.

Travel Requirements: Minimum local travel may be required.

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