

Opportunity Title: EPA Applications Development Support Associate

Opportunity Reference Code: EPA-SSP-0003-07

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0003-07

Description The EPA Environmental Research and Business Support Program has an immediate opening for an EPA Applications Development Support Associate with the Office of Research and Development at the EPA facility in Cincinnati, Ohio.

The Office of Research and Development at the EPA supports high-quality research to improve the scientific basis for decisions on national environmental issues and help EPA achieve its environmental goals. Research is conducted in a broad range of environmental areas by scientists in EPA laboratories and at universities across the country.

The Office of Science Information Management (OSIM), part of the Office of Research and Development (ORD) at the U.S. Environmental Protection Agency located in Cincinnati, Ohio, oversees numerous information management systems and provides leadership with enterprise information management and technology operations and support.

The selected candidate will assist analysts in OSIM's Application Support Division (ASD) with the analytical and administrative duties required to support and maintain a robust applications development program. There are three primary efforts and some general administrative work requiring support.

The selected candidate will assist with maintenance of a single, centralized data base containing metadata on all ORD software applications designed to serve as an ongoing resource for application developers in ORD, decrease redundancy, improve the quality of responses to data calls and improve compliance with agency IM/IT policies.

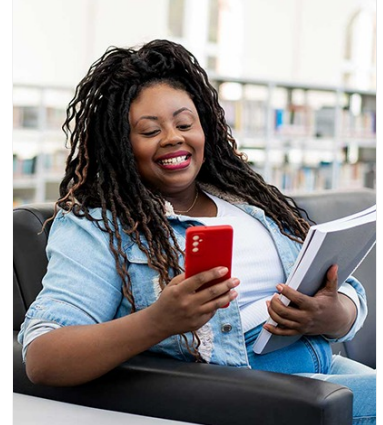
Application Inventory responsibilities include:

- Evaluating the inventory's metadata (e.g., title, description, type of application, etc.) to identify duplicate entries or need for updates,
- Contacting application owners and obtaining clarifying information including the status of an application (e.g., terminated, in development, etc.),
- Interviewing application owners and updating/creating metadata (e.g., title, description, type of application, etc.),
- Identifying applications that need to be retired/decommissioned and facilitating the decommissioning process (e.g., provide the standard operating procedure to the application owner and answer questions),
- Completing standard forms (e.g., security and privacy) as required by the evaluation process and posting forms to OSIM share drive,
- Communicating information back to the application owner, and
- Identifying and assessing new applications and working with application owners to add metadata to inventory.

Application Portfolio Management responsibilities include:



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- Providing analytical assistance/research for ASD staff in developing and implementing of the Application layer of the ORD Architecture (e.g., provide links to agency resources regarding standard technologies),
- Reviewing Agency policy and procedures and assisting in the reviewing/evaluating of ORD's application portfolio to ensure compliance with Agency policy,
- Providing support to ASD analyst and ensuring compliance with Federal and EPA security requirements for applications by reviewing requirements and comparing them with practice, and
- Assisting with the production of reports to help managers understand spending on applications and understand how applications are being used, by whom, and how often.

The Agency has recently replaced the Lotus Notes Team Sites with SharePoint as a scientific collaboration tool. SharePoint has many built-in features that enable non-IT personnel to create sites and simple applications. Extensive on-line training is available.

SharePoint Online Office 365 Application/Site Development responsibilities include:

- Providing assistance to ASD in analyzing needs and developing SharePoint work, community and organizational site collections leveraging built-in SharePoint features including workflows, content types, lists, templates, Access services, Business connectivity Services (BCS), and others, and
- Providing assistance in analyzing Lotus Notes Applications and migrating legacy data from Lotus Notes Applications into SharePoint Lists.

General Administrative Support responsibilities include:

- Maintaining records of meetings, correspondence, and action documents, and maintaining a system to track projects in progress,
- Assisting with the logistics and coordinating activities for briefings, meetings, workshops, and other collaborative efforts,
- Assisting the staff in developing oral presentation results and impacts using graphics and other interactive formats, and
- Assisting in developing summary analysis documents of results and impacts from innovation activities.

Location: This job will be located at EPA's facility in Cincinnati, OH.

Salary: Selected applicants will become temporary employees of ORAU and will receive an hourly wage for hours worked at a rate of \$27.53 per hour.

Travel: Occasional overnight travel may be required.

Expected Start Date: The position is full-time and expected to begin in April 2016. The selected applicant will be a temporary employee of ORAU working as a contractor to EPA. The initial contract period is through May 14, 2016. EPA may elect to renew the contract for an additional four 12-

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month optional periods.

For more information, contact EPAjobs@orau.org. Do not contact EPA directly.

Qualifications Eligible applicants must:

- Be at least 18 years of age and
- Have earned a Master's Degree in a scientific field (e.g., Environmental Science, Environmental Policy, Chemistry, Biology, Public Health, Ecology, Math, Computer Science, etc.) from an accredited university or college within the last 24 months and
- Be a US citizen or a Legal Permanent Resident.

EPA ORD employees, their spouses, and children are not eligible to participate in this program.

Required Knowledge, Skills, Work Experience, and Education

The applicant shall:

- Have demonstrated experience in the area of data manipulation/analysis using spreadsheets and/or databases such as Excel, Access, SQL, etc,
- Have demonstrated experience using statistical software such as Excel, R, SAS, etc.,
- Have advanced experience with Microsoft Office products,
- Have experience in administration support functions (recordkeeping, filing, etc.), managing records (electronic and hardcopy), and managing databases,
- Have strong proofreading, document research, and editing skills, and
- Have demonstrated leadership skills, experience working in teams, and the ability to work independently.

Desired Knowledge, Skills, Work Experience, and Education

It is desired that the applicant has:

- Experience working with SharePoint 2013 or Office 365 SharePoint Online.

How to apply:











Submit application and supporting documents by clicking on Apply Now button.

For more information, contact EPAjobs@orau.org. Do not contact EPA directly.

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| Eligibility Requirements | <ul style="list-style-type: none">• Citizenship: LPR or U.S. Citizen• Degree: Master's Degree or Doctoral Degree received within the last 24 month(s).• Discipline(s):<ul style="list-style-type: none">◦ Chemistry and Materials Sciences (12👁) |
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- **Computer, Information, and Data Sciences** ([16](#) )
- **Earth and Geosciences** ([21](#) )
- **Engineering** ([27](#) )
- **Environmental and Marine Sciences** ([14](#) )
- **Life Health and Medical Sciences** ([45](#) )
- **Mathematics and Statistics** ([10](#) )
- **Other Non-Science & Engineering** ([5](#) )
- **Physics** ([16](#) )
- **Social and Behavioral Sciences** ([28](#) )

Affirmation I certify that I am at least 18 years of age; a recent graduate with a Master's Degree in a scientific field (e.g., Environmental Science, Environmental Policy, Chemistry, Biology, Public Health, Ecology, Math, Computer Science, etc.) from an accredited university or college; a citizen or a Legal Permanent Resident of the United States of America; and not a current employee of EPA ORD or the spouse or child of an EPA ORD employee.

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