Opportunity Title: Scientific Analytical Support
Opportunity Reference Code: EPA-SSP-0003-10-10-28-19

Organization	U.S. Environmental Protection Agency (EPA)
Reference Code	EPA-SSP-0003-10-10-28-19
How to Apply	**Ready to share your interest with EPA scientists?**

- Submit application and supporting documents by clicking on Apply Now button.
- For more information, contact EPAjobs@orau.org. Do not contact EPA directly.
- Check out our website at: http://orau.org/epa/

Description

The EPA Environmental Research and Business Support Program has an immediate opening for a full-time Scientific Analytical Support position with the EPA facility in Cincinnati, OH.

What the EPA project is about

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, oversees numerous scientific and science management information management systems and provides leadership with enterprise information & application management, and technology operations & support.

What you will be doing

As a team member, you will assist analysts in OSIM's Application Support Division (ASD) with the analytical, scientific, and administrative duties required to support and maintain a robust applications development and deployment program. There are three primary efforts and some general administrative work requiring support.

Required skills

- Demonstrated experience in the area of data manipulation/analysis using spreadsheets and/or databases. Experience using Excel is required;
- Advanced experience with Microsoft Office products;
- Experience in administration support functions (recordkeeping, filing, etc.), managing records (electronic and hardcopy), and managing databases;
- Strong proof reading, document research and editing skills; and
- Demonstrated leadership skills, experience working in teams, and the ability to work independently
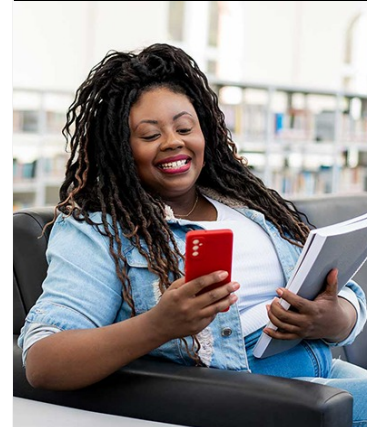
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Desired Skills

- Experience using Access, SQL, or other types of spreadsheets/databases;
- Experience using R, SAS, or other types of statistical software; and
- Experience working with SharePoint 2013, 2016, or Office 365 SharePoint Online.

How you will apply your skills

As a team member, you 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. Included in these duties are the following

Application Inventory:

- Evaluating the inventory's metadata (e.g., title, description, type of application, etc.) to identify duplicate entries or need for updates;
- Contacting application owners to obtain clarifying information including the status of an application (e.g., terminated, in development, etc.);
- Interviewing application owners to update/create metadata (e.g., title, description, type of application, etc.);
- Reviewing scientific documents and extract relevant information for the inventory;
- Identifying applications that need to be retired/decommissioned and facilitate 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 a shared location;
- Participating on ORD Application Team;
- Communicating information back to the application owner;
- Running reports based on criteria provided by an EPA employee; and
- Identifying and assess new applications and work with application owners to add metadata to inventory.

Application Portfolio Management:

- Providing analytical assistance/research for ASD staff in the development and implementation of the Application layer of the ORD Architecture (e.g., provide links to agency resources regarding standard technologies);
- Reviewing Agency policy and procedures to assist in the review/evaluation of ORD's application portfolio to ensure compliance with Agency policy;
- Providing support to ASD analysts to ensure compliance with Federal and EPA privacy and security requirements for applications

by reviewing requirements and comparing them with practice; and

- Assisting with the production of reports to help managers to understand spending on applications and understand how applications are being used, by whom, and how often.

SharePoint Online Office 365 Application/Site Development Support:

- Provide 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
- Maintaining SharePoint sites for several EPA user groups/Communities of Practice (e.g, R, Python, Developing and Deploying Environmental Software, ORD Geospatial Sciences User Group).

General Administrative Support:

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

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

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

Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of $29.22 for hours worked.

Hours: Full time.

Travel: Occasional overnight travel may be required.

Expected start date: The position is full time and expected to begin December 2019. The initial project is through May 14, 2020, with potential optional periods.

Working conditions: You will be supervised by a mentor who will provide day-to-day direction, as well as coach, advise, counsel and review your work. The position will involve work in an administrative setting and is not expected to involve exposure to hazardous elements.

Qualifications

- Be at least 18 years of age **and**
- Have at least a Master's Degree in a scientific field (e.g., Environmental Science, Environmental Policy, Chemistry, Biology, Public Health,

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Ecology, Math, Computer Science, etc.) or a closely related field of study from an accredited university or college within the last 24 months **and**

- Be a citizen of the United States of America or a Legal Permanent Resident.

Eligibility Requirements

- **Citizenship:** LPR or U.S. Citizen
- **Degree:** Master's Degree or Doctoral Degree received within the last 24 month(s).
- **Overall GPA:** 2.00
- **Discipline(s):**
  - **Chemistry and Materials Sciences** (12 👁)
  - **Computer, Information, and Data Sciences** (16 👁)
  - **Environmental and Marine Sciences** (13 👁)
  - **Life Health and Medical Sciences** (45 👁)
  - **Mathematics and Statistics** (10 👁)

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Master's Degree in a scientific field (e.g., Environmental Science, Environmental Policy, Chemistry, Biology, Public Health, Ecology, Math, Computer Science, etc.), or a closely related field of study from an accredited university or college within the last 24 months; 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.