

## **Engineering Department Administration and Analysis Specialist San Diego, CA**

**Description:** *Novonics Corporation is seeking a highly motivated and experienced individual to fill the Engineering Department Administration and Analysis position in support of Afloat Training Group Pacific (ATGPAC). The qualified candidate will provide assistance to ATG Engineering Department for the implementation, execution and assessment of the Engineering training program. This is an open position that will result in a contingent offer, pending award of contract. Projected start date is 16 February 2012.*

**Tasking:** Tasking may include, but is not limited to the following:

- *Collect updates of all Afloat Self Assessment (ASA) Check sheets from inputs received from departmental subject matter experts. Develop quarterly performance trends reports and presentations for use in departmental process improvement. Track and maintain historical data and develop briefs to show manpower trends, detail training accomplishments and ATG Engineering Department Manpower Level of effort during ATG Training Events. Provide monthly metrics and data analysis for mission area LOK Basic Phase exam results for PACFLT.*
- *Track departmental awards and verify correct formatting.*
- *Monitor incoming and outgoing message traffic daily for Engineering Department pertinent information/notifications. Generate/draft Departmental messages for Engineering.*
- *Coordinate departmental resource allocation to ensure adequate coverage of fleet training needs. Functional areas include sixteen Engineering Department Training Teams (Gas Turbine, Diesel, Steam, 3M, DC, Medical and EAP).*
- *Collect data at weekly Planning Board for Training (PB4T) meetings to determine short and long range scheduling requirements. Coordinate with ATG schedulers, training teams, and shipboard personnel to identify alternative training dates when conflicts arise, weekly. Review MSP weekly for all departmental training events and. enter information into MSP to create/cancel events based on training needs. Produce monthly manpower metrics to reflect manpower expended during FRTP. Provide input for the weekly departmental briefing to include training team schedules and status of ships in training using Training and Operational Readiness Information Services (TORIS).*
- *Solicit scheduling inputs from San Diego-based ships' Chief Engineers for initial meeting with ATGPAC Director of Engineer prior to Basic Phase Training Cycle.*
- *Identify and recommend training topics based on trends identified for the quarterly engineering summits. Consolidate Pacific Fleet Training shortfalls identified by the Department Head. Develop Training curricula or identify 3rd party subject matter experts. Recommend schedule for approximately four Training Venues every year for Fleet Wide training. Provide an after-action report consisting of attendance records, commands participating, and lessons learned reports.*

- *Produce and maintain training curricula and training materials for monthly departmental training. Coordinate departmental monthly training to include scheduling of instructors and reserving training venues.*
- *Compile common discrepancies found during assessments, and develop lesson topic guides containing lessons learned and best practices for dissemination to training teams and ships in training.*
- *Identify necessary office supplies, equipment and furnishing from approved GSA resources. Prepare order forms of identified shortfalls on a quarterly basis and provide to Department Head for approval.*

**Education:** *A Bachelor's Degree from an accredited college or university is desired.*

**Required Experience/Knowledge/Skills:**

- *10 or more years minimum work experience in the Engineering Department onboard ship and ashore.*
- *Recent in-depth shipboard experience in a leadership role in the Engineering Department.*
- *Engineering Officer of the Watch Qualified (any platform).*
- *Thorough knowledge of the Navy Personnel Evaluation system to include NAVFIT98A.*
- *Working knowledge of TORI).*
- *Thorough understanding of certification process in the Surface Force Training Manual (SFTM) for 3M, FSOM, MOB-E and MOB-D.*
- *Working knowledge of Fleet Training Management and Planning System (FLTMPS) and Navy Training Management Planning System (NTMPS).*
- *Experience writing and presenting briefs to senior leadership.*
- *Experience in Navy Engineering management programs.*
- *Possess strong verbal and written communications skills.*
- *Working knowledge of Microsoft Office Suite of program tools.*
- *U.S. Citizenship required. Selected applicant will be subject to a US Government security investigation and must meet eligibility requirements for access to classified information (SECRET or higher). An active security clearance is highly desirable.*

**Travel:** *Minimal travel may be required; the primary place of work will be at the customer site.*