



## POSITION ANNOUNCEMENT:

# Government Programs Data and Systems Analyst

## Lux Company Overview

Lux Consulting Group, Inc. (Lux) is a dynamic, award-winning small business providing professional services to help government and non-government agencies run social and scientific programs at the local, national and international levels. Lux operates as a remote/telework/virtual workplace with headquarters in College Park, MD.

## Position Description: Government Programs Data and Systems Analyst – Remote

Lux is seeking a **Government Programs Data and Systems Analyst** who is experienced in analyzing business processes, systems, and procedures around the processing of thousands of grant (or similar) applications for Federal government agencies or other large institutions in any sector. (Please note that this work is *not* about preparing individual grant applications or managing awarded grants. The systems to be analyzed and improved are processing thousands of applications *received* by our clients.) The position is mostly internal to Lux and the primary focus is on process improvement and performance measurement related to the use of innovative IT tools, including AI. The **Government Programs Data and Systems Analyst** will be responsible for analyzing standard procedures, measuring performance, co-designing systems and tools for process improvement, testing these improvements, supporting implementation of improvements, developing job aids for operationalising improvements, and evaluating improvements as they are operationalised. The **Government Programs Data and Systems Analyst's** day-to-day functions involve integration in and collaboration across two Lux teams – the IT team and grant applications peer review team.

## Primary Duties and Responsibilities:

- Serve as a critical integrated member of two Lux teams – the IT team and grant applications peer review team(s).
- Analyze systems, co-design improvements, and support implementation of those improvements in processes around grant application merit reviews for various federal, state, and local government programs.
- Analysis will include reviewing standard operating procedures, performance of IT tools, and the practices of peer review team members to develop a deep understanding of current systems and help identify opportunities for improvement.
- Analysis will also include reviewing data standards and quality (accuracy, completeness, consistency, timely, uniqueness, and validity) of datasets and associated database systems related to applications and peer review.
- Co-designing improvements will involve analysis of IT innovations, including AI tools, and recommending potential changes to peer review standard operating procedures, tools, and practices.
- Supporting implementation will include testing functionality of tools (including AI prompts), measuring performance of improvements (including AI tool performance) and helping to develop risk management tools, compliance materials, training materials, performance reports, and other documentation related to operationalisation of

improvements.

- Supporting implementation may also involve performing new client-facing duties related to peer review support until these duties are routinized and assigned to other team members.
- Occasional participation in business development efforts, including developing narratives for proposals and delivering presentations.
- May be required to work flexible hours and weekends occasionally as required.

### **Education, Skills, and Experience:**

- Bachelor's degree in Business Administration, Information Systems, Computer Science, or a related discipline.
- Introductory AI certification preferred.
- Minimum 5 years demonstrated experience in business analysis, business process improvement, systems analysis, database administration, or similar where thousands of applications, applicants, or other data units are processed or managed.
- Excellent reading, listening, understanding, plus oral, and written communication skills.
- Experience using data analysis tools.
- Experience using Microsoft Office Suite
- Basic understanding of and experience using popular generative AI tools
- Experience with cloud / web based services preferred.
- Basic coding experience required.

**Status/Salary Range:** Full Time \$82,000 - \$97,000

### **What We Offer**

- A fun, dynamic working environment with an energetic and diverse team · An inclusive culture where everyone is welcome
- Competitive compensation commensurate with experience
- Medical, Dental and Vision coverage
- Short & Long Term Disability in addition to Life Insurance ( company sponsored) · 401k Retirement Savings Plan through ADP (After 3 months of employment) · Paid Time Off (PTO)- Full Time Accrual

### **EEO**

Lux is proud to be a minority-led, Equal Opportunity Employer. We're committed to building a diverse and inclusive workplace where everyone feels welcome and can bring their whole selves to work. We believe a team that reflects a variety of backgrounds and perspectives helps us better serve the needs of our customers and we celebrate diversity in all forms. As an Equal Opportunity Employer, we're committed to living out these values in all aspects of hiring, employee engagement and retention.

### **How to Apply**

How To Apply Interested candidates should submit a resume, references, and cover letter addressed HR@luxcg.com. The cover letter should include the name of the position and start date availability. Please note: Resumes submitted without a cover letter will not be considered.