



## Position Description

Job Title: Contractor Assurance Specialist - Metrics  
Status: Full-time

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### **POSITION DESCRIPTION:**

Supports development and implementation of the Contractor Assurance System (CAS) program. Develops and implements the SOC Team Key Performance Indicator (KPI) and performance dashboard systems, assisting SOC Team organizational elements in setting up KPIs and other metrics. Consolidates performance dashboard information for the entire SOC Team, analyzing risks, issues and trends to determine overall program health. Conducts assessments as needed. Conducts trend analyses as required. Assists in business planning and implementation for the Company. Conducts inquiries and investigations as directed. Ensures that work is executed in accordance with Integrated Safety Management (ISM), Safeguards & Security, and Quality Assurance functions and principles. Develops and implements policies and procedures for a wide range of operational, technical, and process-related CAS issues. Assists with other CAS activities as directed.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Develop and implement the SOC Team Key Performance Indicator (KPI) and performance dashboard systems
- Assist SOC Team organizational elements in setting up KPIs and other metrics
- Consolidate performance dashboard information for the entire SOC Team, analyzing risks, issues and trends to determine overall program health
- Conduct assessments of policies, procedures, and processes for operations, administration, and other company functions as needed
- Conduct trend analyses as required
- Assist in business planning and implementation for the SOC Team
- Conduct inquiries and investigations as directed
- Develop and implement policies and procedures for a wide range of operational, technical, and process-related CAS issues
- Coordinate CAS program reporting process
- Assist in implementation of Contractor Assurance System (CAS)
- Coordinate CAS requirements and activities with NNSA/NFO, NNSS M&O, and SOC Team supervisors and employees

- Support maintenance of effective, efficient, and measurable CAS information as defined by applicable DOE/NNSA requirements supported by internal performance assessments that promote continuous improvement
- Gather and maintain accurate performance data (including performance testing results), issues and corrective action management, lessons learned, measures/metrics, and assessments
- Optimize use of the Contractor Assurance System in support of trending data, annual risk-based self-assessment planning and quarterly performance reporting, and data deliverables to NNSA/NFO
- Facilitates and guide personnel in the corrective action and improvement process
- Provide assistance to SOC Team organizations in implementing the contractor assurance program
- Develop, administer, and conduct contractor assurance awareness initiatives for employees

**POSITION REQUIREMENTS:**

Education and Experience

- BA or BS in related field from from an accredited college/university or equivalent combination of academic training and experience
- Minimum of three years Contractor Assurance System or related experience with a background in KPIs, dashboards, metrics, issues management/corrective action systems, effectiveness evaluations, developing causal analyses, report preparation, systems analysis, formal briefing presentations and multitask management

Knowledge, Skills, and Abilities

- Must possess strong decision making skills.
- Ability to provide administrative oversight of programs, assume leadership responsibilities for assessment team activities and interact and coordinate with multiple organizations, including federal counterparts
- Effective written and oral communication skills
- Demonstrated proficiency with Microsoft Office applications
- Must be a U.S. citizen

**LOCATION:** NNSA Nevada National Security Site

**TRAVEL:** Domestic (up to 10%)

## **COMPANY DESCRIPTION**

Longenecker & Associates provides highly specialized, fast-response technical and management support to the nuclear and environmental industries. Longenecker & Associates, a small, woman-owned and managed business, employs senior management and technical specialists offering our clients a broad base of highly specialized support. Our team is results-oriented and we have a proven track record of significant accomplishments and client satisfaction. We are well-versed in both the private and public sectors.

L&A is an Equal Opportunity Employer. It is a policy of L&A to provide equal employment opportunity without regard to race, religion, national origin, sex, age, veteran status, or disability.

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## **L&A CORE VALUES**

- Honesty and integrity above all else.
- Safety, security and quality are the foundation of everything that we do.
- No surprises for the customer or the team.
- Consistently exceed the customer's expectations.
- Listen to the customer to ensure we're working on the right problem.
- Only accept assignments and arrangements that we are proud of and that are win-win.
- Proactively manage any real or perceived conflicts with our partners and clients.
- Continually demonstrate our commitment to the success of our clients' projects.
- Treat clients and team members with respect.
- Assure that people are fairly compensated for their contributions.
- Don't take risks with the reputation of the individuals or the company.
- Foster trust and loyalty among our team and with our clients.
- Always work as a team and support one another.