Job Title: Rules Analyst - Level I
Position Number: J-CCDBCM

Security Clearance Required: U.S. Citizenship and Top-Secret Clearance (SCI eligible)

Job description: Grit Government Solutions is looking for a qualified Rules Analyst - Level I for our customer located at Fort Meade, MD.

Responsibilities include, but are not limited to:
- Authorities Integration strengthens the customer's ability to manage its mission authorities in an integrated way across enterprise elements.
- Responsible for analyzing legal and policy documents to extract key information from the documents in accordance with established guides and procedures.
- Responsible for identifying compliance obligations in legal and policy documents in accordance with established procedures.
- Assist in the establishment and maintenance of effective controls for protecting privacy rights during the conduct of cryptologic operations and integrate laws and policies into modernized processes and procedures to achieve mission objectives.
- Ensure timely access to critical information for mission purposes and verify that individuals who require access have proper credentials.
- Prepare and verify activities to include Interagency Review Panel (IRP), Comprehensive Accuracy Reviews (CARs), Verification of Accuracy Reviews (VoAs), and Critical Elements Verifications (CEVs); and Coordinate Enhanced Vetting Procedures (EVP).

Minimum Requirements:
- Bachelor's degree in a relevant discipline (e.g. legal, technical field, library science)
- Five (5) years' experience in programs involving customer authorities.
- Four (4) years of additional experience may be substituted for a bachelor's degree. A Master's degree or J.D may be substituted for two (2) years of experience.
- Must be able to remain in a stationary position 50% of the time.

Preferred Qualifications:
- Intelligence Community compliance experience
- Maintain user guide documentation for analyzing legal and policy documents.
- Use multiple word processing and presentation tools (e.g., MS Word, Powerpoint, Adobe Pro).
- Use task tracking and documentation software (e.g., Confluence and JIRA).
- Engage with customers to understand problems and determine solutions based on existing documentation and guidance.
- Prepare reports, responses, and briefings targeted to a wide range of audiences.
- Analyze compliance obligations to identify, design, and maintain controls, system requirements, and/or machine-readable rules that enable compliance automation.
- Provide subject matter expertise to the development of mission compliance-related policy and guidance.
- Create and maintain user guide documentation for analyzing legal and policy documents.
- Innovate ways to categorize, organize, and manage compliance obligations and related controls, system requirements, and/or machine-readable rules that enable compliance automation.