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# Example of Analyst, Program Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of analyst, program. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for analyst, program

* Maintaining multiple relational databases used for historical reporting using significant VBA and SQL coding
* Partner with Merchandising, Marketing, Analytics & Testing, and User Experience to drive initiatives aimed at improving Program KPIs
* Monitor and analyze prime contractor performance
* Uses status provided from activity owners to update and analyze project schedules to determine schedule slippage and other program related issues
* Based on input from program managers and other team members, determines required revisions and adjusts project schedules accordingly
* The qualified candidate shall analyze conference, working group, and meeting requests
* Arranges project requirements by analyzing requirements
* Develop, modify and obtain approval of briefings, milestone documentation and maintaining project schedules
* Work with developmental and operational teams to develop programmatic data and assists in keeping this data current
* Provide Issue Sheets/Impact Statements/ Reclamas/ Information Papers, ACAT Coordination, Acquisition Strategy Report, Budget Exhibits, Budget Execution and Planning, COPE, Integrated Master Schedule (IMS), Integrated Program Management Support (EVMS, IMS) if applicable, Weapon System Review, Programmatic Risk Reviews, ACAT & DR coordination, Coordinate manpower support, program reporting, and documentation

## Qualifications for analyst, program

* Experience should demonstrate full proficiency in the application of qualitative and quantitative analytical skills in the analysis, evaluation, and improvement of the effectiveness of operational programs
* Experience should demonstrate the capability to interface with members of U.S. Government to develop and support technical positions, to justify technical recommendations, and to write technical publications and reports
* Bachelor's degree from an accredited college or university required
* Advanced proficiency in the use of industry standard office software and applications (MS Office, SharePoint, Visio, Adobe Acrobat)
* Knowledge of PBN programs, policies, and initiatives preferred
* Must perform assigned tasks under time and location constraints