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# Example of Program Analyst, Mid Job Description

Our company is growing rapidly and is looking to fill the role of program analyst, mid. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for program analyst, mid

* Support the SSDS lifecycle from pre-Letter of Request requirements definition, Letter of Offer and Acceptance (LOA) development and implementation, through delivery of hardware and/or services
* Developing and maintaining the Work Breakdown Structure (WBS), WBS Dictionary and Responsibility Assignment Matrix
* Monitoring project funding for proper placement on contract, linking, and estimating anticipated exhaustion of funds
* Developing, analyzing, and updating complex project task plan documents
* Developing time-phased budgets and EACs (may involve multiple work packages) in accordance with schedule plans
* Preparing and presenting monthly/quarterly/yearly project financial reports
* Participating as an essential team member on teams inside and outside organization, project, activity or function
* Supports the development of program schedule and/or manufacturing plans
* Identifies long lead parts and activities, special tooling and technology changes
* Analyzes data to make recommendations that drive decisions for projects or processes

## Qualifications for program analyst, mid

* Knowledge of HAYSTACK, CDMD
* OA, COSAL, ICAPS, and NDE
* Bachelor's degree requirement may be waived if the candidate has a minimum of four (4) years working in one (or more) intelligence disciplines
* Must have a Bachelors degree in Engineering, Information Systems, Computer Science, Math, or related technical field and 10+ years of related experience
* DAWIA Level III/II certification in Program Management or equivalent
* Ability to show flexibility and deal with fast–paced situations