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# Example of Program Analyst, Senior Job Description

Our growing company is looking to fill the role of program analyst, senior. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for program analyst, senior

* Provides SME guidance and recommendations and supports internal MARCENT working groups
* Develops assessments, briefs, and information paper
* Facilitates the required coordination between the staff sections and action officers, to support the Commander's participation in the MROC
* Presents technical information to highly technical reviewers in oral and written formats
* Presents and defends positions and come to consensus with other technical and non-technical people
* Participates in Integrated Program Management (IPM) and Earned Value Management EVM
* Prepare material budgets and ETC’s, calculate material performance based on budgets, and perform variance analyses
* Assist Managers in achieving objectives by compiling and reviewing budgets for Programs and Organizations using actual performance, previous budget figures and related workload forecasts (affordability), Indirect expense analysis and other data sources for proper financial administration
* Develop cost estimates that support proposals efforts for both customer RFP and internal activities
* Participation in Senior Staff reviews/meeting

## Qualifications for program analyst, senior

* Support the ERM Team’s efforts to mature and strengthen risk culture in FirstNet by developing and/or facilitating ERM training activities for FirstNet senior executives and staff
* Develop a policy manual and ERM Playbook for FirstNet
* Assist the ERM Team conduct basic research into available ERM software options in order to support “make-versus-buy” business decision-making, as FirstNet considers whether or not to transition from its current Excel-based data management tool to a COTS option
* Support ad-hoc process improvement efforts and other quality initiatives conducted in support of the NPSBN that are assigned to the ERM team
* Be prepared to advise the ERM Team and the NPO on the design, application and tailoring of business process reengineering concepts, and data-driven organizational change management methods such as Lean, Six Sigma or Total Quality Management
* 7+ years leading ERM Implementations in Federal or Commercial organizations, with proven results advising clients on the building of risk management organizations