



Example of Analyst, Program Job Description

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Our innovative and growing company is searching for experienced candidates for the position of analyst, program. 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 analyst, program

- Provides program analysis support and has knowledge of systems development life cycle (SDLC)
- Analyzes requirements in the areas of business process redesign, security, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the tasks associated with Food Nutrition Services Women (FNS), Infants, and Children(WIC) program
- Conducts impact studies, cost/benefit analyses, dependency models and tracking methodologies as required
- Assist in the Project Management of defined Work scope ensuring Planning, Execution & Close out phases are achieved efficiently and business case requirements met
- Perform program management, technical, or business analysis
- Provide program analysis support and has knowledge of systems development life cycle (SDLC)
- Analyze requirements for business process redesign, security, critical pathing and support, other related analyst/management activities required for successful completion of the tasks associated with USDA programs such as Food Nutrition Services Women (FNS), Infants, and Children(WIC)
- Leads impact studies, cost benefit analyses, development of dependency models and identification of tracking methodologies
- Develop process diagrams to describe existing and potential future business

- Identify strategies and prepare implementation plans to improve program and project management

Qualifications for analyst, program

- 5 to 8 years of experience with BS/BA or 3 to 5 years with MS/MA or 0 to 2 years with PhD
- Proficiency in the use of industry standard office software and applications (MS Office, SharePoint, Visio, Adobe Acrobat)
- Detailed oriented with good analytical skills a must
- Minimum 7 years progressive experience (a minimum of three years of which were in a managerial capacity) in capability definition and operation of IT, space systems, Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR) systems and/or unmanned systems
- Knowledge of Capital Planning and Investment Control
- Development of Enterprise Architectures, Standards, Governance, Policy