Example of Certification Analyst Job Description

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Our growing company is looking for a certification analyst. 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 certification analyst

- Assess and implement the integration of assessments, certification, and curricula
- Manage all facets of the Certification exam development process according to objectives
- Support curriculum map and program development processes to ensure client satisfaction and client access to learning paths and programs
- Provide assessment and curriculum related input to establish and maintain best practices in processes, systems, customer support and reporting typically level 2 and level 3 solutions
- Produces the test definition documents, certification blueprint surveys, exam items, borderline surveys, standards setting method, cut score analysis reports, practice tests and study guides associated with exam development
- Support the creation of Curriculum Impact Analysis and Certification Impact Analysis components of Learning Briefs
- Communicate results and influence leadership team to champion the development, deployment and feedback related to assessments
- The Functional Lead will be responsible for planning and managing the overall Agile implementation for a mission critical Homeland Security Risk Analysis System
- As the Functional lead for this initiative, you will have the opportunity to lead a critical TSA program and to also transform from waterfall to Agile methodologies, data center to cloud and to migrate to new technologies and

- Provide written technical descriptions and contribute in the development of technical solutions in support of SOCPAC initiatives as directed

Qualifications for certification analyst

- Ability to process large volumes
- Work under pressure and meet deadlines are also necessary
- Experience with standards development and/or driving changes to security standards FIPS
- Must Possess a Current TS/SCI
- University degree in Food Science or equivalent with strong knowledge of product development processes
- Significant experience in working in product lifecycle management or R&D process management