



# Example of Level Analyst Job Description

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Our company is looking for a level analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for level analyst

- Participate in design discussion of system integration and automation projects
- Maintain existing supply chain applications and databases to ensure high quality of service to our internal/external customers
- Analyze production issues and system bottlenecks
- Lead Integrated Product Teams (IPTs)
- Assist in improving the analytical skills and competencies
- Design and develop statistical models and research related activities and organizational performance
- Support On-going research by providing technical expertise
- Develop implementation plans for strategies identified in workforce plan
- Secure stakeholder buy-in
- Identify stakeholder issues/concerns and seek resolution through proper channel

## Qualifications for level analyst

- Current DoD TS/SCI clearance based on SSBI
- Demonstrated experience writing, editing, and publishing finished intelligence (FINTEL) products following IC directives and guidance
- Familiarity with of DoD processes, related knowledge, and terminology is required (working knowledge or expert is preferred)
- Candidate will have functional experience and knowledge of CI analysis, solid working knowledge of the USG CI enterprise

- Understanding of the basics of Microsoft Office products including PowerPoint and intelligence related automation