



# Example of Program Analyst Job Description

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Our growing company is hiring for a program analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for program analyst

- Identify capability gaps and redundancies in programs and projects
- Develop strategic roadmaps in support of OIT initiatives in order to assist the organization in measuring and attaining its goals and objectives
- Prepare IT Program Management dashboards
- Evaluate portfolio risk
- Monitor budget authorizations, financial commitments, and obligated costs for various projects
- Track the status of various projects and prepare project milestone reports, obligation reports, validate cost status, and update Project Cost Plans
- Monitor and review capital asset transactions ensuring concurrence with the latest Federal Financial Accounting Standards
- Assist in the capitalization of new assets
- Evaluate whether equipment is eligible for capitalization and should be budgeted and charged on the capital project as moveable equipment
- Maintain proper coding of capitalized assets for the correct allocation of depreciation expenses

## Qualifications for program analyst

- Must have graduated from an accredited college with a Bachelor's degree in computer science, environmental science or related field
- Knowledge and experience in populating existing environmental databases with data/lab analytical Electronic Data Deliverables (EDDs)

- Knowledge and experience in metadata preparation for data entry, file classification and sorting
- Proficient knowledge and experience with relational database theory and concepts
- Ability to communicate principles, methods, practices, and techniques for assigned programs effectively