



Example of Senior Program Analyst Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of senior program 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 senior program analyst

- Perform technical studies and conduct analysis of current and future IBR requirements
- Gather, compile, summarize information, and draw conclusions
- Must be able to work independently and resolve problems within an assigned area of responsibility
- Must possess strong organizational and written/verbal communication skills and have the ability to multi-task
- Ability to professionally communicate and interface with management, supervisors and peers required
- Work with the support division, group, or support staff personnel to properly retire inactive records, according to records retirement guidelines, to the client Records Center
- Supports MARCENT planners in the staffing, development, and recommendation of MARCENT positions to COMUSMARCENT in support of the Marine Requirements Oversight Council (MROC) and MROC Review Board (MRB) processes
- Manages and staffs urgent needs (deliberate, urgent, and joint) for validation within the MARCENT staff, and subsequent analysis resulting in a recommendation for certification by the Commander
- Facilitates coordination between the Service Headquarters and deployed forces for solution development, and subsequent fielding of resources

solutions for sustainment as enduring requirements, and/or possible transition to Programs of Record

- Assists in the development of the MARCENT Integrated Priority List (IPL), for Commander's approval and integration with the USCENTCOM IPL

Qualifications for senior program analyst

- 2+ years related experience with providing program support to a DoD or government client
- Top Secret (TS) / SCI clearance [Current within the last 5 years] required
- Six years of relevant business applications and business support experience with at least one year of related Agile testing experience
- Maintain a risk identification and management methodology
- Develop and report on associated mitigation plans
- FirstNet's Enterprise Risk Management (ERM) program seeks to promote a risk-aware organizational culture, create a comprehensive enterprise-wide view of risks to inform strategic decisions, and establish and strengthen the communication of strategic risk information by breaking down organizational siloes, and integrating top-down and bottom-up approaches to risk management