



Example of Senior Program Analyst Job Description

Powered by www.VelvetJobs.com

Our growing company is looking to fill the role 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

- Prepare and update all Program Schedules (the schedules must depict the Prime Contractor's technical and schedule accomplishments monthly)
- Prepare monthly Program Status Report (PSR)
- Performs various types of program/project/systems analysis, and provides occasional general logistics support
- Directly supervise, train, and mentor 1 lower level Program Control Analyst
- Supports the C4AD mission and vision by strategic planning and analysis and by developing the C4AD Annual Work Plan and Program Plan in concert with the Joint Staff Strategic Plan
- Provide advanced analytical and technical support to Command and Control (C2) system assessment and integration projects
- Research, identify and make recommendations about resources required for task execution and completion
- Gather information on processes and analyzes system and operational utilization data
- Assist with testing and evaluation of new systems or updates for existing systems to meet customer needs
- Provide guidance and work leadership to less-experienced analysts

Qualifications for senior program analyst

- Assist FirstNet with a range of high-level activities that are aligned with

risk information to inform leadership decision-making, and working with FirstNet's Partner to integrate risk management at the program/project and enterprise level

- Providing analytic, technical and process support for the development of risk tools, methodologies, models, and visualizations
- Assist the ERM Team to carry out activities related to the development, socialization and implementation of risk-related policies, including a FirstNet Risk Appetite Statement
- Expert knowledge of Microsoft Excel and Microsoft Access, with demonstrated expertise in rapid prototyping and development of risk and business analytic tools, visualizations, dashboards, and ad-hoc data management solutions on these platforms
- Ability to gain a Secret Clearance
- Experience or knowledge of TDBFG Business Case process