



Employment Opportunity Program Analyst/Management (Budget)

HOT			
Job ID	EC-NA122BA	Job type	Full-time Regular
Work country	USA	Position type	Professional
Work city	Albuquerque, NM	Posted	20 - July - 2022
Travel	Occasional	Job area	Consulting & Services
Business group	DOE NNSA Support Services	Job category	Program Engineer
Business unit	ABQ	Job role	Program Engineering Support
		Job role skillset	Government Sector

Position Overview

The United Kingdom (UK) Program within the Ballistic Missile Weapons Division, NA-122.2, has an immediate need for one (1) full-time contractor Mid- to Senior level Program/Management Analyst, and potentially an additional 2-3 positions in the future. This position (these positions) are needed to provide programmatic, budgetary and related support to the UK Program and the US/UK Strategic Partnership Projects (SPP), including in-service/MK4A and W93/UK RW related efforts. Collectively, these efforts will be to support the National Nuclear Security Administration (NNSA) in its implementation of the Mutual Defense Agreement between the United States of America and the UK.

The individual must be self-starting, possess an ability to work in a highly dynamic environment, and have an ability to interface with a broad range of federal and military senior staff and leadership. This requires coordinating with Federal Program Managers and Engineers, Program Managers at the NNSA National Labs and nuclear weapon production facilities, and other Program/Management and Budget Analysts to draft cogent program briefings, program reports, draft work authorizations, consolidated budget documentation, approved funding program documentation, etc. The individual must understand and explain the technical and programmatic drivers for budget changes and priorities and respond quickly to real and posited work scope changes, variances, and funding levels with accurate analysis and documentation. This is a full-time contractor-support position located on-site at the NNSA offices in Albuquerque, NM. The individual will report to the NA-122.2 UK Team Lead.

Travel may vary. All candidates must be able and willing to travel based on assigned project demand.

Required/Desired Education, Experience and Skills

- Minimum of 5 years of related program/budget analysis experience required.
- Excellent written and verbal communication skills with demonstrated experience in developing briefings for senior and executive management required.
- Staff experience in military, government or corporate enterprise desired.
- Proficiency in the Microsoft Office suite with particular emphasis on word processing, presentation, and spreadsheet applications (MS Word, MS PowerPoint and MS Excel) required.
- Nuclear weapons experience desired.
- Interagency experience desired.
- Bachelor's degree in a related field desired; however, not required. Demonstrated relevant experience will be considered in lieu of a degree.
- Active DoD TS and/or DOE Q clearances desired – ability to get a DOE Q clearance required.

Job Description

The Program/Management Analyst (Budget) s is responsible as the primary support to and interface between the UK Program Lead, NA-122.2 Federal Program Manager, Budget Analysts, related NNSA Defense Program (DP) programs (e.g., W93 Program), Management & Operations (M&O) contractors,



and UK and SPP customers (and the NNSA Defense Programs (DP) budgeting system for Budget Analyst support). The individual will assist in the Office budget, reporting, and communicating practices for Budget Analyst support. The work performed is extensive in scope and preference is for an experienced individual with demonstrated program/management analysis expertise or an individual with program/budget analyst background with a willingness and aptitude to learn the budget and program. .

Skills/Summary of Responsibilities *Experience desired in the following position duties:*

- Serve as the primary interface between UK and SSP customers and NNSA M&O contractors, including DP budgeting system.
- Compile programmatic monthly, quarterly, and end-of-year project reports for use by UK Program federal staff.
- Analyze monthly, quarterly, and annual reports on budgetary issues.
- Develop and maintains monthly updates of program status briefings, using established templates and data provided by NNSA systems and laboratory/production plant inputs.
- Manage annual, quarterly and other periodic reporting requirements, including program reviews, providing programmatic input, and coordinating NNSA site meetings associated with program deliverables.
- Keeps records on status of portfolio and program budget changes, including allocation/reallocation, expenditures, to identify issues and suggest corrective action.
- Serves as primary interface between NA-122.2, NA-122, and NA-12 on budget narratives, budget presentations, SSMP (Stockpile Stewardship and Management Plan) drafts, and other budgetary policy issues.
- Analyzes, formats and presents justifications to senior Federal management and external organizations, such as Congress and the Office of Management and Budget.
- Develop budget and program information in MS Excel, budget database etc. and extracts that information as necessary for budgets, briefings, reports, etc.
- Analyze, report on results, and track action items on technical projects undertaken by the national security laboratories and nuclear weapon production facilities in nuclear weapon component development.
- Advise Federal Program Manager in methods for meeting requirements associated with current and future fiscal year planning and assist in developing consistent methods and approaches for use by Federal and contractor budget support staff members.
- Prepare program cost and budget documentation over several budget fiscal years, including the development of complex spreadsheets, development of program planning and budget briefings, and draft preparation of work authorizations and approved funding program documentation.
- Provide program management support in the preparation, coordination, evaluation, review and analysis of program execution plans and tracking, monitoring, and reporting of program-specific milestones and updates of annual performance measures.
- Clearly and concisely conveys analysis results to all levels of Federal management in support of programmatic decisions.
- As internal processes mature, creates and maintains database of codified and formalized procedures for NA-122 Office activities.

Logistical support roles and responsibilities include:



- Assist federal staff in analyzing, generating, and processing US/UK Strategic Partnership Projects (SPP) contracts, loans, and transfer agreements for new work, modifications, and closeouts in accordance with local procedures, forms and templates.
- Assist federal staff to facilitate and coordinate international logistic operations under the 1958 Mutual Defense Agreement via the Royal Air Force (RAF) Routine Logistics Flights (RLF) at Kirtland Air Force Base (KAFB). Tasks include scheduling notifications to stakeholders, visitor clearance coordination, obtaining GOV vehicles and providing local logistical support to UK visitors as needed (transport to rental car facility, etc.).
- Assist federal staff to coordinate, schedule and conduct training on topics pertinent to UK Program functions such as contracts, logistics, classified transmittals, FTMS, etc.
- Process requests for foreign travel by NA-122.2 staff in the Foreign Travel Management System (FTMS).
- Provide high quality minutes and other program support to meetings, both classified and unclassified.
- Attend training, if necessary, and maintain proficiency to perform queries of the DOE Business Intelligence/STARS accounting system for contract financial data, and format data for local databases and meeting presentations.
- Utilize and maintain local contract data base applications to track US/UK contracts, loans, and transfers.
- Assist federal staff in the processing and administration of Military Interdepartmental Purchase Request (MIPR) actions with Navy Strategic Programs and provide appropriate records management.
- Process and route classified and unclassified correspondence in accordance with approved procedures using approved Joint Atomic Information Exchange Group (JAIEG) mail channels and classified computing networks.
- Perform physical accountability of classified documents in the various safes assigned to NA-122.2 UK Program in preparation for the annual inventory.
- Maintain general office files and records in accordance with NARA requirements.

Additional information

To be an official applicant to ESPHERA CONCEPTS, you must submit a resume and online application. Resumes submitted remain active for six months.

Candidates for positions that require a Security Clearance as noted in the requirements section of the opportunity posting will be subject to pre-employment eligibility screening to include background checks and drug screening.

Contact ESPHERA CONCEPTS opportunities link for career insights, news and latest job opportunities. To all recruitment agencies: ESPHERA CONCEPTS only accepts resumes from agencies on our Approved Agency List. Please do not forward resumes to our applicant tracking system, ESPHERA CONCEPTS employees, or send to any ESPHERA CONCEPTS company location. ESPHERA CONCEPTS is not responsible for any fees related to unsolicited resumes.

ESPHERA CONCEPTS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. ESPHERA CONCEPTS is also committed to compliance with all fair employment practices regarding citizenship and immigration status.