



# Program/Budget Analyst

**HOT**

<b>Job ID</b>	EC-NA121BA	<b>Job type</b>	Full-time Regular
<b>Work country</b>	USA	<b>Position type</b>	Professional
<b>Work city</b>	Albuquerque	<b>Posted</b>	10 - February - 2020
<b>Travel</b>	Occasional	<b>Job area</b>	Consulting & Services
<b>Business group</b>	DOE NNSA Support Services	<b>Job category</b>	Budget/Analyst
<b>Business unit</b>	ABQ	<b>Job role</b>	Program/Budget Support
		<b>Job role skillset</b>	Government Sector

## Job description

Under general direction and federal oversight assists the Department of Energy (DOE), National Nuclear Security Administration (NNSA), Defense Programs (DP), Office of Stockpile Production Integration (NA-121) assigned federal task manager. The Program/Budget Analyst is accountable for assisting with the management of the Program budget activities, reporting, and communicating practices of the assigned office.

Primarily serve as analyst and advisor. Performs a variety of complex, programmatic and technical support services involving data analysis, program plan development, and other related duties. Provides programmatic support associated with current and future fiscal year planning. This includes participation in preparing program implementation and budget documents over several budget fiscal years, including spreadsheet, monthly report, program briefing, and program documentation. The person in this position must serve as the primary interface between Project Engineers and the DP budgeting system and work with various groups to synthesize and consolidate program/budget information. Position requires the ability to credibly explain the drivers for schedule/budget changes; respond quickly to real/expected work scope changes, variances, and funding levels with cogent and accurate documentation.

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/budget analysts to draft cogent and consolidated budget documentation, program briefings, program reports, draft work authorizations, and approved funding program documentation. 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 DOE/NNSA offices in Albuquerque, NM.

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

## Required/Desired Education, Experience and Skills

- Active DOE Q and/or DOD TS clearance [REQUIRED]
- Bachelor's degree in a related field
- Minimum of 5 years of related program/budget analysis experience required
- Staff experience in military, government or corporate enterprise desired
- Proficiency in the Microsoft Office suite with emphasis on word processing, presentation, and spreadsheet applications (MS Word, MS PowerPoint, and MS Excel) required and proficiency may be tested.
- Excellent written and verbal communication skills with demonstrated experience in developing briefings for senior and executive managers.
- Nuclear weapons experience desired.
- Interagency experience desired.
- All candidates must be able and willing to travel based on assigned project demand. Travel requirements may vary.
- U.S. citizenship required

## Skills/Summary of Responsibilities

- Perform decision analysis – multi variable, cost, scope, and schedule. Apply knowledge of budget preparation and execution processes. Compiles and analyzes monthly, quarterly, and annual reports on budgetary issues. 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. Analyzing, formatting, and presenting justifications to senior Federal management and external organizations, such as Congress and the Office of Management and Budget.
- Keeps records on status of portfolio and program budget changes, including allocation/reallocation, expenditures, comparison of earned value management system information to identify issues and suggest corrective action.
- Serves as primary interface between NA-121 (PEO) and NA-14 (Office of Decision Support) on budget narratives, SSMP (Stockpile Stewardship and Management Plan) drafts, and other budgetary policy issues. 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.
- 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. Provide support for annual, quarterly and other periodic reporting requirements, including program reviews, providing programmatic input, and coordinating support for the development of management and/or NA-121 program plans, procedures, and methodology.
- Analyze and evaluate (on a quantitative or qualitative basis) the effectiveness of program operations in meeting established goals and objectives. Support NA-121 program life cycles cost analyses or participate in the cost benefit or economic evaluations of current or projected programs. Advise on the potential benefits/uses of automation to improve the efficiency of program administrative support or program operations.

## 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.