



Business Mid-to-Senior Program Analyst

HOT

Job ID	EC-NNSA122	Job type	Full-time Regular
Work country	USA	Position type	Professional
Work city	Albuquerque, NM	Posted	1-NOV-2019
Travel	Occasional	Job area	Consulting & Services
Business group	DOE NNSA Support Services	Job category	Analyst
Business unit	DC/ABQ	Job role	Program Support
		Job role skillset	Government Sector

General Job Description

The National Nuclear Security Administration (NNSA) requires a full time Program Analyst (PA) who will provide direct support to the Business Process Team (BPT) Lead for the evaluation and effectiveness of Defense Programs policy, operations, processes, and procedures. The PA assists the BPT Lead with liaison efforts and in directing, managing interfaces, and coordinating day-to-day performance, programmatic, and process activities among other Defense Program (DP) Offices, Department of Defense, or Design and Production Agencies as well as the Office and Human Capital & Business Operations. The PA will perform a wide variety of cross-functional activities that include, but are not limited to: (1) providing program analysis, management, and integration support for weapon systems planning, logistics, metric, and problem solving; (2) providing performance evaluation support, milestone development, analysis, and integration with budget related policy and documents; (3) providing policy development, management, implementation and analysis support; and (4) records management support. The individual will use advanced computer skills to support development and implementation of systems, methods, and processes to improve collaboration and integration among multiple offices in various locations and provide solutions to address complex or unusual problems. The position requires experience exercising mature judgment and making independent decisions in accordance with established policies, rules, and procedures.

Preference is for an individual with experience working in a government, DOD, DOE, or military environment. The individual must have experience working in a classified environment and a relevant understanding of applicable policies and procedures supporting NNSA programs. The individual should be a self-starter, possess the ability to work in a highly dynamic environment, and effectively interact with a broad range of Federal and military staff and senior leadership.

Education

- Associates, Bachelor's or Master's degree in Business Administration, Program Management, and/or Records Management or a closely related field.

Experience/Qualifications

- **Minimum of 5 years of related experience** in project/program management or systems engineering experience including demonstrated experience researching and analyzing complex information and evaluating contractor performance.
- Demonstrated performance with the Microsoft Office suite with particular emphasis on word processing, presentations, spreadsheet, scheduling applications and SharePoint (MS Word, MS PowerPoint, MS Project, and MS Excel).
- Excellent written and verbal communication skills with demonstrated experience in writing and editing briefings and reports for senior and executive managers to include the ability remain professional demeanor when presented with issues and ability to work multiple issues at once and prioritize workload.
- Comprehensive knowledge of a range of administrative laws, policies, regulations, and business practices applicable to NNSA and DP mission activities.
- Comprehensive knowledge of National Archive records schedules, regulations, policies, and business practices applicable to NNSA and DP mission activities.
- Must have a working knowledge of the substantive nature of NNSA Nuclear Weapons programs and activities; missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency.
- **Active (current) DOE Q or DoD TS security clearance.**
- Knowledge of derivative classification requirements and processes desired but not required. Alternatively, willingness to obtain and maintain derivative classification credentials.



Summary of Responsibilities

- Providing weapon, programmatic, and technical sufficiency responses (consistent with previous responses, strategic and tactical documentation) to short notice inquiries from Defense Programs (DP), Stockpile Management (SM), the Administrator, Secretary and other National Nuclear Security Administration (NNSA) or Department of Energy (DOE) officials.
- Assisting Federal staff to ensure that program plans and solutions are proceeding on schedule and that deliverables conform to customer requirements, quality control standards, and negotiated milestones/measures.
- Ensuring the documentation and closure of action items are done in a professional, punctual manner, and in conformance with DP, NNSA, and DOE policy, procedures, and precedent.
- Communicating complex and controversial program execution concepts to the Business Process Team Lead, NA-12 Federal Program Managers (FPMs), Stockpile Management Senior Officials, and other DP Office Senior Officials or FPMs.
- Performing a variety of complex, programmatic and technical support services involving data analysis, program plan and policy development, writing, review, and comment disposition.
- Analyzing and evaluating (on a quantitative or qualitative basis) the effectiveness of weapons program operations in meeting established goals, objectives, key outcomes, milestones, and documenting the results within required reports. This may include risk, EVMS monitoring, schedule integration & validation, change control requests, milestone reporting & management, congressional responses, and other requests for program responses.
- Leading milestone development and the compilation of M&O contractor performance data from multiple sources into clear and concise reports for the Fee Determining Official in accordance with NNSA business process and the Federal Acquisition Regulation.
- Evaluating and advising on the organization, methods, and procedures for providing administrative support systems such as records, classified matter protection and control, communications, directives, forms, files, and other documents.
- Managing established systems i.e. SharePoint to include training, maintaining training materials, permissions, design implementation, daily communication with the DOE/NNSA IM Developer.
- Researching and investigating new or improved business and management practices for application to weapons program or operations.
- Analyzing new or proposed legislation or regulations to determine impact on weapons program operations and management.
- Reviewing internal audits and investigative reports to determine appropriate changes or corrective action to existing program plans, policy, or processes.
- Assisting with the implementation of DP Policy requirements (DPBPS, NA-18 Program Policy, DOE Orders, Technical Standards, Supplemental Directives, etc.).

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.