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Title Program Analyst

Department Various

Work Location NSWC Crane & Contractor Site

Exempt Status (Y or N) N Position Status (FT/PT/Permanent/Temporary) FT

### **Company Conformance Statements**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Valor Inc is an Equal Opportunity Employer and provides a Zero Tolerance Drug Free Workplace
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- To ensure the proper procedures are in place for provision of the daily safety and well being of the employees, customers and equipment.

### **Position purpose**

The position of the Program Analysts is to provide support to the Program and Project Managers of the organization to monitor and verify the progress of various projects. Position is for internal and external requirements.

### **Responsibilities/Duties/Functions/Tasks**

Incumbent provides the following duties with minimal oversight:

- Supports the financial tracking of projects with the Project Manager interacting with the project team to verify and confirm the project status;
- Supports the Project Manager in forecasting projects requirements including preparing, reviewing and coordinate contract deliverables;
- Supports production strategies monitoring and performing research/analysis in relation with funding and product support performance management processes;
- Supports the collection and monitoring of financial data and execution and report generation/maintenance of metrics data;
- Prepares documentation presentations;
- Overseeing, monitoring, and tracking acquisition plans;
- Tracks flow times of projects, budget estimates and funding executions;
- Incumbent must have the ability to perform duties as assigned with little or no supervision or direction.

## **Qualifications**

BA/S Degree in Business or Technical with minimum of at least 3 years of job-related experience;

C&A Information Assurance Certification, IAM 2;

## **Special Position Requirements**

Must be a US Citizens;

Must possess and maintain a US Department of Defense Security Clearance;

BS College Degree (Business or Technical Field);

Minimum of 7 years' experience in Engineering/Science Management, operations research analysis or financial/cost analysis;

Position may require limited travel.

## **Preferences**

Significant experience in US Navy Programs or Operation;

Prior experience supporting NSWC Crane;

Prior experience and knowledge of Govt. financial systems;

Intermediate to advanced level in Microsoft Office software suite – Word, Excel, Outlook, Power Point;

Ability to communicate effectively with all levels of employees and outside contacts.

## **Work Requirements**

Most tasks are performed in office setting.