

**Job Title:** Program Analyst

**Job Description:** Develops Work Breakdown Structures, Statements of Work, Integrated Master Plans, Verification Matrixes, and programming budgets. Monitors and reports performance against WBS, IMS, Program Plans to ensure that contractual, cost, and schedule objectives are met tracking and reporting on Program metrics as required...

**Duties and Responsibilities:** Performs a variety of administrative and analytical tasks in support of awarded programs; programs under contract, works under the direction of Program Managers; supports Business Development proposal efforts through research, pricing and analysis; performs additional duties as assigned.

- Participate in establishing and defining program plans.
- Prepare Earned Value analysis for program activities.
- Creates and/or reviews non-Engineering CDRLs/SDRLs.
- Occasionally interacts with customers to ensure conformance to contractual requirements.
- Participate in Business Development proposal creation activities.
- Participates in special projects and other duties as assigned.

**Minimum Requirements:**

- Typically requires a minimum of 3-5 years of related experience with Department of Defense and/or Department of Homeland Security programs.
- Bachelors Degree in Business Administration or a related discipline, or the equivalent combination of education, technical training, or work/military experience. Certification on Project Management a plus.
- This position requires a high attention to detail as well as the ability to monitor and track hundreds to thousands of program tasks with a very high level of accuracy.
- Project Management skills such as Project Planning, Budgeting and Scheduling.
- Must have excellent database and computer skills in MS Project, MS Excel, MS Word and Adobe Acrobat.

US Citizenship required. DOD Security clearance a plus.

EOE / M / F / D / V

**Job Location:** El Dorado Hills, CA

**Salary:** DOE.