



Join an award winning, fast growing, dynamic company that supports Federal Government customers in the Defense and Intelligence Communities. Decision Technologies provides intelligence analysis, strategic planning, policy support, acquisition management, engineering, and logistics support services. We match our capabilities to the needs of our customers to deliver high-quality professional services, develop advanced technologies, and deploy cutting edge sensor and information systems.

Position Description

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| Position: | Junior Program Analyst - SFI PMO |
| Salary Range: | Commensurate with experience |
| Location: | Washington, DC |
| Position Status: | Full Time |
| Clearance: | SECRET |
| Education Level: | Associates Degree |
| Relevant Work Experience: | 1 years |
| Other Requirements: | US Citizens only |

Decision Technologies, Inc. is looking for a Junior Program Analyst to provide Programmatic and Analytical Engineering Support Services (ESS) to NAVSEA 05H. The primary focus of this billet is to collect, evaluate, and disseminate information on behalf of the Program Manager.

Duties include but are not limited the following:

- Collect daily programmatic highlights and develops SES/Flag highlights for the OPNAV Sponsor. Maintains a list of all highlights and issued in a Quarterly Report.
- Collect, plan, schedule, and maintain a MS EXCEL Tracker and MS POWERPOINT display of program performance against a set of established performance and financial metrics.
- Participate in meetings, develop high-level summaries, and track action items until completion.
- Develop and issue a weekly report of program highlights. Collect information from various sources, program Pillar Leads, etc., and consolidate information into a concise report.
- Work with the SFI Financial Analyst to collect monthly financial information from program funded performers. Manipulate the MS EXCEL files into current year plus a FYDP (representing current POM Cycle) view of program financial status. Compare current report to previous months' reports and identify the performance trends.

- Collect monthly financial information from PBIS, and provides a programmatic view for NAVSEA 05 and the OPNAV Resource Sponsor.
- Develop and maintain SFI Standard Operating Procedures (SOP) within the SFI Program Management Plan, for use internally and for all products developed and issued to government customers.
- Participate in special projects, as required.

Skills and experience required/desired:

- Associates Degree (desired)
- At least 1 year of experience providing support to Navy programs
- Highly motivated individual capable of working independently and/or collaboratively on teams with the ability to multi-task, prioritize, meet deadlines, and remain adaptive to change.
- Significant organizational skills with an ability to communicate effectively orally and in writing.
- Must have a working familiarity with the DOD Planning, Programming, Budgeting and Execution (PPBE) system processes.
- Must have a professional image, proactive approach and commitment to achieve individual, team and company goals are also positive attributes.
- Strong Proficiency in Microsoft EXCEL, POWERPOINT, WORD, and OUTLOOK.
- Current Secret clearance is required.

We Offer:

- Competitive salaries and benefits package
- Medical and dental insurance
- 401K
- Tuition Reimbursement
- Flexible Spending Accounts
- Short and Long Term Disability
- Vacation time
- Advancement Opportunities