



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

Position:	Mid-Level Program Analyst
Salary Range:	Commensurate with experience
Location:	Washington, DC
Position Status:	Full Time
Clearance:	SECRET
Education Level:	Bachelor's Degree in related field
Relevant Work Experience:	5 years
Other Requirements:	US Citizens only

Decision Technologies, Inc. is looking for a Mid-Level Program Analyst to provide programmatic support in NAVSEA 05H, to the Spectrum Relocation Fund (SRF) Program. The candidate should have experience with NAVSEA policies & procedures and support the planning, and execution of Program via DOD 5000 (Acquisition Systems). This includes providing SRF system level support and analysis. This is a very high-speed and fast-moving position.

Duties include but are not limited the following:

- Supports yearly SRF program/technical reviews with the 11 Technical teams (SPAWAR, NAVSEA, NAVAIR, NRL, and the Navy and Marine Corps Spectrum Center).
- Develops weekly, biweekly, monthly and yearly SRF reports.
- Reviews the SRF Program schedule of the 11 Technical teams, and interacts with the associated PMs and develops corrections and updates.
- Develops SRF products and deliverables, including the SRF Roles and Responsibilities (R&R) Matrix and associated procedures. Develops initial procedures that highlights the business process management, with flow charts, approval cycles, and a copy of the actual product.

- Assists with the preparation of technical presentations, to senior level personnel (GS-15/SES) as directed.
- Investigates specific technical issues for an individual SRF Program, provides a technical analysis, and provides recommendations for resolution or further follow-up.
- Maintains the yearly customer service agreement (CSA), providing staffing plan, products planned, schedule, which is based on the current workload, and changing priorities, as delineated by OPNAV N2N6 and NAVSEA 05.
- Contributes to the Contract monthly report, detailing deliverables and work efforts.

Skills and experience required/desired:

- Bachelor's Degree
- Required to have at least 5 years of experience in providing program management support to Navy programs.
- Significant organizational skills with an ability to communicate effectively orally and in writing.
- Must have ability to collaborate with team members, multitask, and adapt to change.
- 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, Power Point, Word, and Outlook

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