



Genwest Systems, Inc.
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Genwest Systems Inc., an equal opportunity employer, is currently accepting applications for a full time **Program Analyst**. This position will primarily support our clients at the National Oceanic & Atmospheric Administration (NOAA), Pacific Marine Environmental Laboratory (PMEL) and will be based from NOAA offices at the Western Regional Center in Seattle, WA.

POSITION DUTIES:

The Program Analyst will serve as an analyst and advisor to PMEL management on the evaluation of the effectiveness of government programs and operations as well as the productivity and efficiency of those programs. The successful candidate will perform the following tasks:

Program/Division Performance:

- Serve as an analyst with responsibility for strategic, technical and business operations analysis and assessment efforts. Continually analyze and evaluate the assigned program (on a quantitative and/or qualitative basis) for the effectiveness and efficiency of overall plans, policies and procedures and recommends systemic adjustment to strategies and improvement initiatives.
- Perform statistical and comparative analysis of program/division providing recommendations to correct adverse trends. Work with assigned customers to evaluate administrative and programmatic issues, evaluate concerns and develop plans to create improvements.
- Perform data gathering and analytical techniques, data evaluation, and established reporting methodology. Utilize results of analyses to provide recommendations and/or develop implementation plans that serve to improve overall organizational effectiveness.

Planning, Programming, Resourcing and Budgeting:

- Monitor and review annual/recurring requirements/documents including intra-agency and inter-agency agreements.
- Apply knowledge of budgetary, financial, and administrative operations of the Department and the Federal budget process, and all associated policies, directives, procedures and regulations, to develop and provide advice and interpretation of legislation and policies and precedents.
- Use data from a variety of sources to prepare and provide factual data, recommendations and/or briefing material for use in program/Division planning and resourcing discussions. Identify benchmarking opportunities for continuous improvement and provide management with recommendations for adaptations.

Consulting and Advising:

- Interpret new, updating, or established policy or regulations to determine and advise on their impact on mission operations and performance management. Coordinate new or modified administrative/program policies, regulations, or objectives to achieve effective operations. Prepare and/or coordinate briefings, special reports, and responses to data requests for use by management. Participate in organizational reviews, staff visits, program reviews, resource reviews and other internal/external reviews.

Internal Controls and Assessment:

- Coordinate risk assessment, internal review scheduling and reporting, root-cause analysis and corrective action tracking. Assist in the implementation of recommended changes, corrective actions plans and milestones.

- Utilize enterprise tools to define, collect, analyze and report the data used to assess mission performance; tools include relational databases, spreadsheets, multi-dimensional models, presentation software, web tools, ad hoc queries, reports and descriptive statistics.

QUALIFICATIONS:

The successful candidate will be expected to demonstrate the listed qualifications through their application and in any scheduled interview.

REQUIRED QUALIFICATIONS:

- General professional office environment and task experience.
- Proven high proficiency with Microsoft Office Suite.
- Proven high proficiency with Google Suite applications (e.g., Gmail, Calendar, Docs, etc.).
- Proven high proficiency with Adobe Acrobat.
- General knowledge of federal administrative regulations.
- Proven ability to manage a high-demand workload in a fast-paced environment.
- Demonstrated flexible and proactive approach to problem solving.
- Excellent listening, verbal and written communication skills to build collaborative relationships.
- Knowledge of grammar, spelling, punctuation, and required formats sufficient to recognize and correct such errors in communications, internal documents, and reports.
- Proven ability to protect confidential information in an administrative role.
- Maintaining relevant file archives per DOC rules.
- Good knowledge of database systems (e.g., Access or manipulation of .csv files).
- Familiarity with web-based applications; experience with government applications.
- Ability to work and travel independently.
- History of success in team-based project execution, working as both lead and contributor on diverse multi-disciplinary teams.
- Demonstrated flexible and proactive approach to problem solving.
- Demonstrated ability to plan and execute long term projects, including setting timelines and milestones and balancing priorities.
- Ability to pass a detailed federal background check required for NOAA security credentials.
- Self-motivated, energetic, and proactive - able to work both independently and in a team setting
- Ability to work collaboratively - accepting and integrating feedback, suggestions, and comments from team members.

Applicants must have strong skills in understanding and communicating complex concepts, problem solving, and working effectively and patiently as part of a high performing team with high expectations, and diverse views and opinions.

COMPENSATION:

Compensation will be determined based on the experience and qualifications of the successful applicant in combination with contract budget. The wage range is anticipated to be \$55k-\$70k on an annualized basis. The position is eligible for a full-time benefit package that includes:

- Employee and dependent health/dental/vision insurance. (Genwest pays 80%)
- Employee Long Term Disability and life insurance starting the first day of employment. (Fully Genwest reimbursed)
- Holiday Leave: Genwest recognizes 11 paid holidays for a total of 88 hours per year.
- Personal Leave: Personal leave will accrue on the first day of each semi-monthly pay period; for the first five years of employment leave will accrue at 6 hours per pay period or 144 hours per year.
- Optional participation in the Genwest 401K program will start the 1st of the month following the first 90 days of employment. Employees have the ability to contribute, pre-tax, any amount or percentage each pay period, up to a maximum as determined by the IRS.
- Optional participation in the Genwest Flexible Spending Account allowing employees to set aside

- pre-tax dollars for use in paying unreimbursed medical, dental, vision or child-care expenses.
- Optional participation in available AFLAC Insurance products.

APPLICATION GUIDANCE:

Relevant experience and certifications should be included in your resume. Applicants may include a one page cover letter describing your experience that relates directly to the job duties stated in this posting. Must include three references that can confirm your experience.

TO APPLY:

Please email a resume and 3 references to hr@genwest.com. Please include a cover letter, your resume and references in a single .pdf (Adobe Acrobat) attachment with your name included in the .pdf file name. Also, please include the words, "Program Analyst" in the subject line of your email.

Applicants selected for interviews will be contacted via email. The position will remain open until filled, with priority given to applications received by February 14, 2023.