



ODIT Program Analyst

Clearance Requirement

Must be able to pass a government background check.

Location

Remote

Role and Responsibilities

AlphaSix is looking for a Program Analyst to work with a team responsible for building, deploying, and supporting a large, big data environment. The Program Analyst will assist with assessing program effectiveness and efficiency as well as provide day-to-day operational support. Other duties that a program analyst performs include:

- Processing all tickets through Jira including Resource Plan Authorization Process (RAP), Resource Plan Authorization Retrieval (PAR), Resource Plan Compliance Assessment (CPR) and Option Year Tickets
- Scheduling meetings; capturing minutes.
- Working with subject matter experts to document and publish standard operating procedures.
- Organizing information about workforce allocation and performance
- Interviewing personnel and conducting onsite observations to determine the equipment, methods and personnel needed.
- Recommending new procedures, systems, procedures, or organizational changes
- Analyzing performance data
- Conferring with managers to make sure changes are working.

Required Qualifications

- Experience in a customer-focused environment is essential.
- Using Atlassian or equivalent collaboration and work assignment tools
- Excellent keyboard skills to include Microsoft Word, Intermediate Excel and Outlook.
- Ability to work to strict deadlines and follow strict processes.
- Highly numerate with good accuracy and attention to detail.
- Organized and able to work on own initiative when required.
- Ability to function as an admin.
- Good communication skills.

Desired Qualifications

- Experience with GRC tools (Archer ideally)

About AlphaSix Corporation

AlphaSix Corporation is a Washington, DC-based small business that provides Federal, state, and local governments with a broad range of IT products, solutions, and services focused on the convergence of big data and cyber security. At AlphaSix, we pride ourselves in providing a highly energized work environment where our employees are rewarded with competitive compensation packages and excellent benefits. We understand that to attract the top talent in the industry and provide the highest level of satisfaction to our customers, we need to provide an environment that supports our employees in their efforts to fulfill the needs of their clients and allows them to reach their fullest potential. AlphaSix offers a variety of benefits including competitive compensation, health insurance, disability coverage, 401(k) with matching program, paid holidays, and PTO.