

From: McCullough, Barbara Barbara.McCullough@solers.com
Subject: FW: PD for Senior Project Analyst - Could we please post to Section 0511 site?
Date: 8 March 2018 at 11:59
To: Chair@asq0511.org, webmaster18@asq0511.org

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----- Forwarded message -----

From: Ivy O'Hara <mrsohara2012@gmail.com>
Date: Wed, Mar 7, 2018 at 6:42 PM
Subject: PD for Senior Project Analyst

This is the PD for the position AMMSG is trying to fill. If you find anyone that is interested, have them email Ivy their resume. They would like to fill the position in the next 30 days. The position is with AMMSG in Dumfries, VA (<http://www.ammsgcorp.net/>) but the work site is in DC. Please Let Ivy O'Hara know if you are interested. She said they do not really need to have a Green Belt, but having at least worked with them on projects and being able to do all the analysis and process improvement work would be sufficient.

Location: Federal Trade Commission, Washington, DC

Education: Bachelor's Degree and Lean Six Sigma Greenbelt Certification

Years of Experience: 10 years of experience developing process, change management models, or methods and procedure documents

Clearance Requirements: Public Trust

Job Type: Full Time

General Description: The Senior Project Analyst for Federal Trade Commission is responsible for working with internal groups on reviewing, analyzing, and evaluating business processes, business systems and user needs to achieve process and change improvements and to improve overall business results. The Senior Project Analyst specialize in the following areas: business process analysis and reengineering, change management and measurement, and/or process-driven requirements.

Specific job responsibilities may include, but are not limited to:

- Researches best business practices within and outside the organization to drive improvements to business strategy, policy and processes
- Evaluates process tools, best practices and industry trends to support program development, process improvement and/or change management initiatives using Agile and/or Lean methodologies

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- Develops and implements processes to establish and maintain quality standards of existing products and services
- Develops policies, methods, and procedures supporting and leading to improvement of business processes and in support of change management
- Automation of recurring processes
- Development of requirements for tools and applications to further automate recurring activities
- Support rapid deployment of short and long term solutions to satisfy business needs
- Provides consultation on the use of re-engineering techniques to improve process performance and product quality
- Ensure that changes are deployed in a consistent, timely fashion that manages the risk of change, minimizes disruptions to the target environment, and provides a framework to ensure that changes are successfully implemented continuity
- Analyzes and measures the effectiveness of existing business processes and develops sustainable, repeatable and quantifiable business process improvements
- Develops and authors methods and procedures/job aides, processes and other formalized technical documents based on business requirements
- Develops metrics that provide data for process measurement, identifying indicators for future improvement opportunities
- Diagrams and evaluates existing processes
- Measures performance and accuracy against process requirements
- Organizes, leads and facilitates cross-functional project teams
- Has mutual ownership and accountability with team member on the projects and tools they support
- Understands the interdependent architectures, systems and services between multiple functional areas
- Successfully builds and manages relationships between various division and corporate contacts to fully meet their business process and change management needs
- Delivers presentations and training courses including measurement, analysis, improvement, and control
- Plans, performs, and implements process improvement and/or change, event, incident, configuration, root cause, or asset management initiatives
- Responsible for facilitating meetings and presentations to senior leadership
- Provides input into the planning, organization, implementation, and monitoring of management processes, tools, risk, issues, opportunity management

- Develops analytical tools and modeling of complex operations systems and processes
- Leads small teams of analysts on special projects or major operational studies
- Conducts readiness assessment of processes, evaluates results, and presents findings in a logical and easy-to-understand manner
- Contributes to the development of long-term strategy for specific functional areas
- Proactively identifies ways to improve functional process and procedures; makes recommendations to leadership

Required Qualifications

- Bachelor's Degree and 10 years of experience developing process, change management models, or methods and procedure documents
- Demonstrated problem solving and analytical thinking skills
- Thorough understanding of project/program management
- Strong facilitation, presentation, and communication skills
- Ability to effectively interface with all levels of internal and external customers
- Must be able to work well as a team member in a fast-paced environment with limited direction
- Customer-centric mindset, ability to translate customer issues/needs into profitable business solutions
- Exceptionally self-motivated, directed, and detail-oriented
- Ability to work very independently with minimum direction
- Must be able to learn, understand and apply new technologies
- Excellent organizational, analytical, and problem-solving abilities

Desired Qualifications

- Agile Certification

Job Type: Full-time

Required experience:

- Process Improvement: 10 years

Required license or certification:

- Lean Six Sigma Green Belt

