

## **JOB DESCRIPTION**

### **PPBE/ POM ANALYST/ Undersea Capabilities Branch (OPNAV N974B)**

Cowan & Associates, Inc. (Cowan) is a subsidiary of Tribal Tech, LLC, a Native American, woman-owned 8(m) certified small business, headquartered in Alexandria, VA. We provide a diverse range of management and technical consulting services including all areas of Program Management, Financial Management, Administration/Readiness Support, Data Analysis, Logistics Support, Administrative Support, Continuous Performance Improvement (CPI), LLS, Information Technology (IT) Support, and Technical Assistance. Our staff operates with the highest standards and principles that support legal and ethical business practices. Our guiding principles of “People, Performance and Partnership” embody an environment where employees are empowered and can flourish, and clients may fully benefit from our specialized capabilities

Cowan is looking for a Planning, Programming, Budgeting and Execution (PPBE)/Program Objective Memorandum (POM) Analyst to support the Office of the Chief of Naval Operations (OPNAV) Undersea Capabilities Branch, N974 B, in the responsibility for Integrated Undersea Surveillance Systems (IUSS) (Fixed, Mobile, Deployable) requirements development and portfolio management; and leads requirements generation, budgeting and policy for these systems on and under the sea.

The PPBE analyst assists and supports N974B IUSS to carry out its fiscal duties and responsibilities associated with POM development. The analyst supports government personnel in all functions associated with PPBE requirement generation, capability development processes, programmatic analysis, oversight, and resource allocation. The work is programmatic and financial data analysis including the use of spreadsheets and applicable Department of the Navy (DON) and Department of Defense (DoD) financial databases. The review and analysis of Congressional, Office of Management and Budget (OMB), DoD and DON requirements, programming and budget guidance and direction. The analyst will aid in the development of PPBE options and courses of action and prepare papers, reports and briefings that present or summarize IUSS PPBE issues and trade space.

**Location: Pentagon, Arlington, VA**

#### **Duties and Responsibilities:**

- Support N974B Undersea Capabilities Branch Head and Requirements Officers with respect to the overall N97 PPBE effort.
- Remain thoroughly familiar with the financial structure of IUSS investments as organized within the Program Budget Information System (PBIS) databases.
- Coordinate, initiate, drive, and support the N974B Requirements Officers with development of spreadsheets, program descriptions and reports that accurately reflect the IUSS capabilities, financial requirements, and associated risks.
- Initiate, support, and drive the preparation of IUSS PPBE briefs, PBIS sheets, MIP monthly reviews and quad charts for submission to N973.
- Report on the impact of OSD Issue Papers and Resource Management Decisions to the IUSS portfolio.

- Participate in the IUSS POM/PBBE/Congressional issue teams and provide staffing support for programmatic issues being developed. Verify accuracy of data contained in Congressional requests. Draft responses to proposed Congressional actions and staffer briefings.
- Run daily PBIS reports. Identify and track daily funding realignments within the PBIS database.
- Provide budget cycle management and execution year oversight with respect to N97 programs. Remain thoroughly familiar with the financial structure of N97 programs as organized within PBIS databases.
- Support identification of N97 programs exhibiting poor performance to the Branch Head and N973 for resolution and/or reprogramming.
- Assist Branch Head in preparation of solutions for execution year unfunded requirements to include the matching up of other unfunded requirements inside and outside of the portfolio to achieve leadership priorities.
- Review budget exhibits and reconcile program funding alignments with PBIS. Track and report procurement quantities, unit cost and other program changes as directed by the government lead.
- Develop and maintain archives of POM guidance, deliverables, and products.
- Other duties as assigned.

**Skills and Abilities:**

- Excellent verbal and written communication skills.
- Excellent project management skills.
- Proven ability to perform multiple tasks under strict deadlines.
- Ability to demonstrate good judgment/decision making skills and to take initiative.
- Must be dependable and trustworthy.
- Detail orientated with strong ability to anticipate needs and problems and act accordingly.
- Excellent organizational and time management skills with demonstrated ability to manage conflicting priorities, multi-task.

**Education and Experience:**

- Bachelor’s degree in mathematics, statistic, business, law, government, physical science or management discipline such as business administration, accounting, finance, economics or IT.
- 2-6 years of related Department of Defense professional experience required. Experience with OPNAV community preferred.
- 1-3 years of experience analyzing and interpreting data.
- Knowledge of PPBE, POM and PBIS required.

**Security Clearance:** TOP SECRET with SCI eligibility

**DISCLAIMER:**

The above position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Equal Opportunity Employer/Veterans/Disabled