



Lawrence Berkeley
National Laboratory
(Berkeley Lab) is
seeking exceptional
and motivated
individual to join our
Human Resources
Division.

Program Operations Analyst Human Resources Division

Berkeley Lab's [Human Resources Division](#) has an opening for a Program Operations Analyst. Working under the direction of the HR Shared Services Business Process Manager, this position will provide ongoing program and project coordination support for several key initiatives.

What You Will Do:

- Research, interpret, analyze and synthesize requirements and data with minimal oversight.
- Draft, edit and proof a variety of project, program and process documentation, including process flow documents, training materials, presentations, reports and correspondence.
- Coordinate with Program Managers, Project Managers, Subject Matter Experts (SMEs) and stakeholders to collect and analyze information and resolve problems, issues and concerns.
- Monitor and coordinate scheduling and task performance under the direction of the project team.
- Support Change Management activities in coordination with the project team.
- Perform assessments and causal analysis by applying various analytical tools to investigate and analyze issues and risks; identify causes of issues; develop/recommend corrective actions; and evaluate implementation of corrective actions.
- Perform analysis of issues, risks, and program, process and metrics performance through the collection, monitoring, analysis and synthesis of performance-related data for reports and presentations.
- Perform database management/administrator duties for various databases including entering and updating data, reconciling data, ensuring data quality, developing and running reports, following up with and/or providing information and solutions to stakeholders.

Please apply by close of business on October 20, 2018.

For more information, please contact:

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Recruiter
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**Our Mission:
Bringing science
solutions to the world.**