

Program Management Specialist, Junior

Booz Allen Hamilton

San Diego, CA

Job Number: R0107971

Full time

#### The Challenge:

Are you looking to expand your skills in consulting or transition to consulting from the military? Do you have intermediate to advanced skills that will help clients manage and improve their programs? If so, a mid-level consulting role as a program management specialist might be the role for you! We are searching for the best and the brightest who are willing to roll up their sleeves and get the work accomplished for our clients while also serving as strategic advisors in their area of expertise. A program requires a significant investment of limited resources across multiple functional areas. With that level of complexity, you need skilled talent to apply functional expertise and pull all the information together for our clients to keep the program on the path to success. That's why we need you, a program management specialist who can ensure success through careful analysis, a proven and growing expertise, and effective communication.

We have opportunities for program management specialists to join our team as we help our clients build the next generation of IT products, including software, hardware, networks, radios, satellites, and more for the military and DoD. You'll work with program leadership to provide functional or program-level expertise to help ensure cost, schedule, and performance parameters of a program are met, using tools, including Microsoft Excel to support budget and tracking information, Microsoft Project to manage schedules, Microsoft Word to develop contractual and other technical documents, and Microsoft PowerPoint to develop presentations. The real power of program management comes from communication, so you'll work with other experts on the program team to complete meaningful deliverables and make recommendations for improvements to program leadership. We focus on growing as a team to deliver the best support to our customers, so you'll have resources for mentoring and learning new skills and tools. This is a chance to directly impact our service members while learning how to grow your program analyst and management skills and eliminate risks across the program. Join us and help make sure our DoD acquisition program stays on-time and within budget as we improve IT capabilities for the military!

Empower change with us.

#### You Have:

- 3+ years of experience with project or program management
- Experience with Microsoft Office tools, project management processes, and a program functional area
- Ability to handle ambiguity, difficult personalities, changing priorities, and failure
- Ability to obtain a security clearance
- BA or BS degree

#### Nice If You Have:

- Experience with direct support of a US Navy organization performing systems acquisition
- Experience with working in a program office
- Experience in a program support role or with consulting
- Knowledge of DoD acquisition and a program functional area, including scheduling, budgeting, policy, data gathering, analysis, and government contracts
- Ability to use an existing program functional area
- Possession of excellent verbal and written communication skills
- Secret or TS/SCI clearance
- MA or MS degree, MBA degree, or JD degree
- PMP, Security+, or DAWIA Certification

#### Clearance:

Applicants selected will be subject to a security investigation and may need to meet eligibility requirements for access to classified information.

#### Build Your Career:

Consulting at Booz Allen means empowering you to provide your customers with the best support. With a consulting career at Booz Allen, you can expect:

- a large business consulting community
- access to experts in virtually every field
- a culture that focuses on supporting our employees

We have opportunities that provide stability while offering variety, so you can find the right fit for your career — and your life. You'll also have access to a wealth of training resources through our Consulting University, an online learning portal where you can access more than 5000 functional and technical courses, certifications, and books. Build your technical skills through hands-on training on the latest tools and tech from our in-house experts. Pursuing certifications? Take advantage of our tuition assistance, onsite courses, vendor relationships, and a network of professionals who can give you helpful tips. We'll help you develop the career you want, as you chart your own course for success. With contracts across the globe in multiple industries, no matter where you want to go with your consulting career, we have the path that takes you there.

For more than 100 years, military, government, and business leaders have turned to Booz Allen Hamilton to solve their most complex problems. As a consulting firm with experts in analytics, digital, engineering, and cyber, we help organizations transform. We are a key partner on some of the most innovative programs for governments worldwide and trusted by their most sensitive agencies. We work shoulder to shoulder with clients, using a mission-first approach to choose the right strategy and technology to help them realize their vision.

George Bernloehr  
Military Recruiting Lead  
Bernloehr\_George@bah.com

\$

Administrative Assitant (Pipe Department)  
BAE Systems  
San Diego, CA  
Full time

#### Job Description

We are seeking an experienced Administrative Assistant to provide administrative support for a Craft/Trade of approximately 160 people to include but not limited to administration and management of:

- Craft/company time keeping processes/policies (Includes daily Time Sheet data input.
- Department blank logs
- Internal department reports and spread sheets
- Administrative support of shipboard Supervision
- Administrative support to Craft Manager and Salaried Supervision
- Department Training scheduling
- DBID submittal and follow up
- Department supplies

#### Must Have

#### Required

#### Education, Experience, & Skills:

- Proven proficiency at the use of Word, Excel and Microosoft outlook computer programs.
- Fluency in both English and Spanish.
- Ability to work with a variety of people and personalities.
- Reliable attendance
- Good work ethics

#### Preferred Education, Experience, & Skills



Banking includes the Affluent Segment and Strategy team and Wells Fargo At WorkSM, the Business Development Office, Business Initiatives, Business Performance & Accountability, Distribution Strategies, Future Banking, and Regional Banking.

Primarily participates in the Branch Banking Licensed Banker licensing program. This is a temporary position until employee has successfully completed licensing requirements. Upon successful completion, employees will transition to Premier Banker role.

- Proactively acquire new affluent consumer and small business customers, and deepen existing relationships, through outreach and pre-planned appointments
  - Collect information directly from customers regarding income, assets, investments and credit; analyze information to develop customized plan identifying Wells Fargo's products and services that will best meet customer's financial needs and goals, including highly complex needs
  - Advise customers on various aspects of recommended and available product and services
  - Identify client needs and goals for business, mortgage, retirement and investment services, then partner closely with employees in Business Banking, Mortgage and Wealth and Investment Management to best meet the previously identified need, consistent with clients overall financial circumstances and goals
  - Serves as a risk management leader; understanding and managing risks in the business, adhering to policies, procedures & controls and ensuring compliance with applicable laws, rules & regulations
- Review & analyze client service requests, identify, document and resolve concerns  
Knowledge of bank products and services, credits and investments.

This SAFE position has customer contact and job duties which may include the offering/negotiating of terms and/or taking an application for a dwelling secured transaction. As such, this position requires compliance with the S.A.F.E. Mortgage Licensing Act of 2008 and all related regulations. Ongoing employment is contingent upon meeting all such requirements, including acceptable background investigation results. Individuals in a SAFE position also must meet the Loan Originator requirements under Regulation Z (LO) outlined in the job expectations below.

#### Required Qualifications:

- 3+ years of financial services industry experience in one or a combination of the following: corporate, consumer, mortgage, investments, brokerage, or private banking
- 3+ years of experience building and maintaining effective relationships with customers and partners
- 3+ years of experience recommending financial services products and services

#### Desired Qualifications:

- Successfully completed FINRA Series 7 and 63 or 7 and 66 exams to qualify for immediate registration (or FINRA recognized equivalents)
- State Life Insurance license(s)
- 3+ years of experience in a licensed financial services position
- Customer service focus with experience handling complex transactions across multiple systems
- Proficient with proactively sourcing, acquiring, building, and maintaining relationships with customers and colleagues
- Knowledge and understanding of book of business
- Knowledge and understanding of retail compliance controls, risk management, and loss prevention
- Ability to follow policies, procedures, and regulations
- Ability to educate and connect customers to technology and share the value of mobile banking options
- Experience using strong business acumen to provide financial services consultation to small business customers
- Knowledge and understanding of financial services consumer lending products
- Ability to interact with integrity and professionalism with customers and employees
- High motivation with ability to successfully meet team objectives while maintaining individual performance
- Experience mentoring and peer-coaching others
- Relevant military experience including working with military protocol and instructions, enlisted evaluations, officer/leadership reporting
- Relevant military experience including working in personnel benefits management, processing military personnel orders or transitions, wartime readiness operations, human resources or military recruiting

#### Job Expectations:

- Current registration for FINRA Series 7 and Series 66 (or equivalent) are required for this role or must be completed within a specified period of time and will be communicated to the candidate upon offer acceptance











- Develop and update acquisition documentation for milestone reviews in accordance with DoD 5000.02 or Department of Navy equivalent
- Draft budget exhibits in accordance with US Fiscal Law and DOD Financial Management Regulations
- Draft spend plans, POM submissions, budgetary reclaims
- Monitor and maintain program performance metrics at the APM level; metrics include: cost, schedule, technical, financial execution
- Identify and document risks in the areas of cost, schedule, and technical performance across all disciplines
- Research and review project risks and issues, preparing and present recommendations for resolving, and manage execution of resolution
- Expertly manage client and stakeholder expectations, assuring quality is superior in all deliverables

#### Basic Qualifications:

- 10+ years of professional experience in program/project management is required. Of the 10 years, Five (5) years managing Navy program office efforts as a prime contractor.
- Project Management Professional (PMP) Certification or DAWIA Level III in Program Management (or equivalent)
- Link-16 experience
- Experience in a Navy Acquisition Program Office providing program management support of major Navy ACAT IAC through IV programs and Accelerated Acquisition Program (AAP) in the following areas:
  1. Government Contracts management; Managing cross functional teams ; Business Management; FAR and DAU Acquisition
- Experience utilizing Defense Acquisition Management Information Retrieval and ASN RDA Information System (RDAIS)
- Experience working with senior personnel in ACAT I program management offices and organizations such as NAVAIR, PEO(T), DASN (Air), NAVWAR, ASN RDA, OPNAV N2N6, OSD AT&L, and USAF acquisition activities.
- Experience with ASN(RDA) and congressional acquisition reporting, such as: Annual SAR, Annual Enhanced SAR, Quarterly DAES, Monthly ASN(RDA) Progress-to-Plan Report, and Regular Progress Reports, OPNAV, and ASN(RDA).
- Experience in developing: Acquisition Decision Memorandums (ADM)s, Acquisition Program Baselines(APBs), executive charters, acquisition briefs, point papers and data call responses to senior stakeholders.
- Experience identifying, developing and managing risks and opportunities, and issues (RIO).
- Experience developing, planning and managing strategic engagements, relationships and events.
- Experience maintaining program calendars and action items.
- Working knowledge of a wide range of acquisition statutory and regulatory requirements and documents, such as DoD 5000 Series/SECNAVINST 5000 Documentation, including Rapid Prototyping guidance, DoD Risk, Issue and Opportunity (RIO) Implementation Guide and amplifying Navy and NAVWAR Instructions.
- Ability to effectively communicate in both oral and written forms at all levels of the organization and at similar levels outside the organization.
- Knowledge and demonstrated experience with cost estimating to include Program Office Estimates (POEs), Program Life Cycle Cost Estimates (PLCCE), Independent Cost Estimates (ICE), Service Cost Position (SCP) and analyses, Cost Benefit Analysis, Cost Comparison Analysis, Business Case Analysis, trade studies, and Cost as an Independent Variable Analysis, Should Cost Savings.
- Experience with Technology Assessment Financial planning to preparing Program Objective Memorandum (POM) exhibits, spend plan development, and similar briefings for program/project budgeting and execution.
- Experience with Navy Enterprise Planning (NERP) reports - Integrated Master Schedules (IMS) and alignment between the IMS, funding, risks and opportunity management
- Experience establishing and controlling schedules, budgets and cost.
- Experience directing large, multi-year efforts spanning multiple sub-programs/tasks and cross-functional teams.
- Experience managing contract performance as a prime with multiple subcontractors.
- Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.
- Bachelor's degree
- Must hold an Active Department of Defense (DoD)-TS/SCI

For more information, please contact Christina Trappe, Talent Acquisition Lead at (410) 449-6243 or [christina.trappe@csaassociates.com](mailto:christina.trappe@csaassociates.com)

B. Senior NC3 Program Management Consultant  
 Client Solution Architects (CSA)  
 San Diego, CA

Client Solution Architects (CSA) has an immediate opportunity for a Senior Program Management Consultant to join our team providing direct support to the NC3 Lead Capability Integration APM onsite in San Diego, CA.

As a Senior Program Management Consultant, you will be responsible for supporting an Assistant Program Manager by synchronizing program activities, tracking statutory, regulatory requirements, and coordinating with internal and external stakeholders.

**Key Duties:**

- Create or update program briefs, program related correspondence, agendas, meeting minutes, and initiatives relating to program projects, issues and proposals
- Develop and update acquisition documentation for milestone reviews in accordance with DoD 5000.02 or Department of Navy equivalent
- Draft budget exhibits in accordance with US Fiscal Law and DOD Financial Management Regulations
- Draft spend plans, POM submissions, budgetary reclaims
- Monitor and maintain program performance metrics at the APM level; metrics include: cost, schedule, technical, financial execution
- Identify and document risks in the areas of cost, schedule, and technical performance across all disciplines
- Research and review project risks and issues, preparing and present recommendations for resolving, and manage execution of resolution
- Expertly manage client and stakeholder expectations, assuring quality is superior in all deliverables

**Basic Qualifications:**

- 10+ years experience performing program/project management duties within the Navy or a comparable DoD agency
- Project Management Professional (PMP) Certification or DAWIA Level III in Program Management (or equivalent)
- NC3 (nuclear command, control, and communications) experience
- Demonstrated professional experience managing the full life-cycle (i.e. "Cradle to Grave") of complex integrated DoD programs and projects
- Demonstrated professional experience developing acquisition documents, including but not limited to: Initial Capabilities Document, Capability Development Document, Capability Production Document, Acquisition Strategy, Acquisition Program Baseline, Program Management Plan, Acquisition Decision Memorandum, Affordability Estimate, Analysis of Alternatives, Cost Analysis
- Bachelor's degree
- Must hold an Active Department of Defense (DoD)-issued Secret Security clearance or higher

For more information, please contact Christina Trappe, Talent Acquisition Lead at (410) 449-6243 or [christina.trappe@csaassociates.com](mailto:christina.trappe@csaassociates.com)

**C. Senior Program Management Consultant**

Client Solution Architects (CSA)

San Diego, CA

Client Solution Architects (CSA) has an immediate opportunity for a Senior Program Management Consultant to join our team providing direct support to our Naval program office client onsite in San Diego, CA.

As a Senior Program Management Consultant, you will be responsible for supporting an Assistant Program Manager by synchronizing program activities, tracking statutory, regulatory requirements, and coordinating with internal and external stakeholders.

**Key Duties:**

- Create or update program briefs, program related correspondence, agendas, meeting minutes, and initiatives relating to program projects, issues and proposals
- Develop and update acquisition documentation for milestone reviews in accordance with DoD 5000.02 or Department of Navy equivalent
- Draft budget exhibits in accordance with US Fiscal Law and DOD Financial Management Regulations
- Draft spend plans, POM submissions, budgetary reclaims
- Monitor and maintain program performance metrics at the APM level; metrics include: cost, schedule, technical, financial execution

- Identify and document risks in the areas of cost, schedule, and technical performance across all disciplines
- Research and review project risks and issues, preparing and present recommendations for resolving, and manage execution of resolution
- Expertly manage client and stakeholder expectations, assuring quality is superior in all deliverables

Basic Qualifications:

- 10+ years of professional experience in program/project management is required. Of the 10 years, Five (5) years managing Navy program office efforts as a prime contractor.
- Project Management Professional (PMP) Certification or DAWIA Level III in Program Management (or equivalent)
- Experience in a Navy Acquisition Program Office providing program management support of major Navy ACAT IAC through IV programs and Accelerated Acquisition Program (AAP) in the following areas:
  2. Government Contracts management; Managing cross functional teams; Business Management; FAR and DAU Acquisition
- Experience utilizing Defense Acquisition Management Information Retrieval and ASN RDA Information System (RDAIS)
- Experience working with senior personnel in ACAT I program management offices and organizations such as NAVAIR, PEO(T), DASN (Air), NAVWAR, ASN RDA, OPNAV N2N6, OSD AT&L, and USAF acquisition activities.
- Experience with ASN(RDA) and congressional acquisition reporting, such as: Annual SAR, Annual Enhanced SAR, Quarterly DAES, Monthly ASN(RDA) Progress-to-Plan Report, and Regular Progress Reports, OPNAV, and ASN(RDA).
- Experience in developing: Acquisition Decision Memorandums (ADMs), Acquisition Program Baselines(APBs), executive charters, acquisition briefs, point papers and data call responses to senior stakeholders.
- Experience identifying, developing and managing risks and opportunities, and issues (RIO).
- Experience developing, planning and managing strategic engagements, relationships and events.
- Experience maintaining program calendars and action items.
- Working knowledge of a wide range of acquisition statutory and regulatory requirements and documents, such as DoD 5000 Series/SECNAVINST 5000 Documentation, including Rapid Prototyping guidance, DoD Risk, Issue and Opportunity (RIO) Implementation Guide and amplifying Navy and NAVWAR Instructions.
- Ability to effectively communicate in both oral and written forms at all levels of the organization and at similar levels outside the organization.
- Knowledge and demonstrated experience with cost estimating to include Program Office Estimates (POEs), Program Life Cycle Cost Estimates (PLCCE), Independent Cost Estimates (ICE), Service Cost Position (SCP) and analyses, Cost Benefit Analysis, Cost Comparison Analysis, Business Case Analysis, trade studies, and Cost as an Independent Variable Analysis, Should Cost Savings.
- Experience with Technology Assessment Financial planning to preparing Program Objective Memorandum (POM) exhibits, spend plan development, and similar briefings for program/project budgeting and execution.
- Experience with Navy Enterprise Planning (NERP) reports - Integrated Master Schedules (IMS) and alignment between the IMS, funding, risks and opportunity management
  - Experience establishing and controlling schedules, budgets and cost.
  - Experience directing large, multi-year efforts spanning multiple sub-programs/tasks and cross-functional teams.
  - Experience managing contract performance as a prime with multiple subcontractors.
- Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.
- Bachelor's degree
- Must hold an Active Department of Defense (DoD)-TS/SCI

For more information, please contact Christina Trappe, Talent Acquisition Lead at (410) 449-6243 or christina.trappe@csaassociates.com

POC: Christina Trappe, christina.trappe@csaassociates.com

\$

System Administrator  
D3 Technologies, Inc. dba LMI Aerospace  
San Diego, CA  
Current Secret clearance is required.  
No per diem. Work location at NAS North Island, CA area. Start date is ASAP.

Position Description:







expertise to train Navy Sailors. The candidate's responsibilities may include (but are not limited to) performing, supporting, or supervising the following actions: \* Assess shipboard compliance with the Navy's 3M Program.

- Assess shipboard level of knowledge and provide focused training to improve readiness.
- Evaluate and provide feedback with recommendations for improvement on 3M performance.
- Provide training on operation, maintenance, and best practices for managing shipboard 3M programs.
- Generate discrepancy reports and provide to the customer via Material Deficiency Report (MDR) and Material Deficiency Forms.
- Assess shipboard readiness to train and provide safe to train status to customer prior to conducting training.
- Comply with applicable safety standards.
- Provide reference information and specifications for all deficiencies.
- Serve as senior technical trainer assisting shipboard crews to increase fleet readiness.

Security Clearance Requirements:

- \* Must already possess and be able to maintain an existing, active SECRET security clearance.
- Candidates without an existing, active SECRET security clearance may not be considered.

Required Education,

Experience, Skills, and Abilities:

- \* At least twenty years of experience using and managing the Navy 3-M system. Experience should be comparable to a Navy Command 3-M Coordinator (3-MC) or ships maintenance and material officer.
- Direct experience, within the last five years, using shipboard maintenance management and logistics databases currently in use by the U.S. Navy. Shall be fully versed in the procedures and requirements of repair and replacement part procurement.
- Must have experience equivalent to a Navy Quality Assurance Officer (QAO) fully knowledgeable regarding current Navy quality assurance processes.
- Proficiency with common productivity software including the Microsoft Office suite.
- Strong written and verbal communication and presentation skills.

Travel Requirements:

- \* This position includes up to 50% travel.

Typical Physical Activity:

- \* This position's essential functions typically include (but are not limited to): climbing, crawling, fingering/typing, hearing, kneeling, lifting, reaching, repetitive motion, sitting, standing, talking, vision, and walking.

B. Deck Operations and Systems SME (Navy/DoD)

THOR Solutions, LLC

San Diego, CA

Full time

THOR Solutions is actively seeking a highly motivated Deck Systems Subject Matter Expert (SME) to support a Navy Readiness Assistance Training Team (RATT) program based in San Diego, CA. The ideal candidate will have SME-level technical experience supporting shipboard deck divisions as a senior leader to include executing deck evolutions and completing deck related inspections and assessments.

The candidate's responsibilities may include (but are not limited to) performing, supporting, or supervising the following actions:

- Comply with engineering documentation standards, engineering plans, system specifications and test procedures for all deck systems and related equipment.
- Assess shipboard level of knowledge and provide focused training to improve readiness.
- Evaluate and provide feedback with recommendations for improvement.
- Provide training on operation, maintenance, and best practices for deck systems.
- Generate discrepancy reports and provide to the customer via Material Deficiency Report (MDR) and Material Deficiency Forms.
- Assess shipboard readiness to train and provide safe to train status to customer prior to conducting training.
- Comply with applicable safety standards.
- Provide reference information and specifications for all deficiencies.





- Make repairs and additions to pre-existing piping infrastructure, troubleshoot and fix faulty regulators, valves, gauges, and throughout campus
- Obtain and maintain licenses, operator permits or certifications as required
- Follow all necessary regulations and appropriate SpaceX procedures including quality policies, safety policies, OSHA, EPA, NIOSH, NFPA, ASME, NEC, etc. standards

**BASIC QUALIFICATIONS:**

- 2+ years of experience working in a high functioning manufacturing, logistics, or power and gas role

**PREFERRED SKILLS AND EXPERIENCE:**

- Associate degree
- A&P license
- Experience in power and gas, military, aerospace or other high-reliability operating environments
- Experience with ground support equipment in a competitive industry
- Mechanical aptitude and experience (work with machines and general tooling)
- Experience in process piping installation, especially in stainless steel, CPVC, and cryogenic applications
- Experience with high pressure (1,000psi+) gaseous/liquid systems
- General knowledge of pressure fitting types (Co+mpression, JIC, NPT, and MP/HP)
- A demonstrated experience where quick-thinking and problem-solving plays a critical role
- Experience operating equipment with a PLC or machine interface
- Minor acuteness with electrical components, wiring experience a plus
- Ability to utilize power tools and hand tools as well as heavy equipment
- Use of precision measuring instruments (calipers, torque wrenches, gauges)
- Ability to read and understand mechanical and electrical schematics
- Knowledge of hazardous systems – cryogenic, flammable, hypergolic, pyrophoric
- Knowledge of pressure system safety protocol and proper handling

**ADDITIONAL REQUIREMENTS:**

- General physical fitness is required for some work areas, hardware typically is built in tight quarters and physical dexterity is required, also the ability to lift heavy objects up to 25 lbs
- Valid driver's license
- Ability to work at elevated heights
- Typically exposed to work in extreme outdoor environments – heat, cold, rain
- Work performed in an environment requiring exposure to fumes, odors, and noise
- Must be willing to work flexible shifts, including overtime and weekends, as required by the business
- This is a 2nd shift role working from Monday through Thursday 1:30 PM - 10:30 PM and Friday 12:30 PM - 9:30 PM

Kevin Dich

Technical Recruiter

kevd101@gmail.com