



Positions: Business Process Analyst - Int

SE2S is seeking a **Business Process Analyst - Int** to support our team in the Coronado, CA area.

We are looking for a qualified person to support Naval Special Warfare in support of their Enterprise Knowledge Management program with responsibilities to include:

- Provide expert analytical advice to the Government on matters relating to people, process, and technology
- This includes analyzing, assessing, and providing recommendations for improving or simplifying command-wide and/or SOF Enterprise KM and business processes.
- Communicate orally and in writing with groups or individuals, using multiple digital media and transmission means, to collect and convey information.
- Identify process gaps and organizational inefficiencies using process improvement methodologies such as Agile, Lean, Six Sigma, Kaizen and Business Process Reengineering.
- Apply analytical methods and techniques to assess the information exchange requirements for the organization using knowledge of strategic documents as well as SOF Enterprise operations.
- Document business process solutions using industry standard flowcharting and documentation conventions in the form of service requests, requirements and specification documents, business process modeling and/or Microsoft Visio.
- Provide technical documentation for each process that includes the policy and/or procedure underpinnings necessary for the Government to publish official documents that dictate processes, procedures, and security requirements associated with each development effort.
- Provide end-user documentation for each new process delivered. Documentation shall be delivered in the form of portal wikis, or other user friendly and easily accessible platforms.
- Develop and implement quantitative and qualitative methods for measuring the impact of process improvement and KM initiatives.
- Translate business needs into analytics/reporting requirements, and interface with stakeholders to ensure successful delivery of end-user reporting solutions
- Provide thorough requirements documentation for user projects to ensure all processes are thought out and recorded presented to Government prior to release
- Assist in the development of effective disaster recovery solutions to ensure continuous access to critical data supporting SOF Enterprise missions
- Provide general process improvement training on topics such as Continuous Process Improvement (CPI), LEAN Six Sigma (LSS), Theory of Constraint, Value Stream Analysis, and Total Cost of Ownership to educate the workforce on their precepts and foster an environment for innovation and improvement.
- Administrate Active Directory Organizational Units for OU's related to SOF Knowledge Systems; Create Active Directory Groups; Manage AD Group Membership; Design proper AD Group naming conventions. Qualifications:

Qualifications

- IF NO EXPERIENCE, BA, or BS degree is acceptable (degree must be in any area of Technology)
- IF NO DEGREE – required the candidate have 5+ years or more experience in the work identified above.

Clearance Required: Secret

SE2S offers a highly competitive package of pay and benefits including Paid Time Off and Holidays, 401(K) match and flexible medical benefit plans for the well-being of you and your family. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

For more information or to apply, email recruiting@stratsupport.com.