

FALCONWOOD INC.

About Falconwood, Inc:

Falconwood, Inc. is a small, woman/veteran-owned business providing executive level consultants and programmatic support to Department of Defense (DoD) Information Technology (IT) initiatives and programs.

We provide expert consultation on a diverse range of IT subjects focusing on acquisition strategy, implementation activities and Information Assurance policy and engineering.

We have an immediate opening for a **Business Process Analyst**. The Business Process Analyst will develop and improve the Navy client's portfolio Process Asset Library (PAL). Identify, prioritize, update & improve Systems Engineering (SE) documents based on industry standard methods for process improvement (ITIL, lean six sigma, CMMI).

Job Code: 220 – BPA-01

Duty Location:

Arlington, VA or Washington Navy Yard

**Minimal travel may be required.*

The SCA Analyst will:

- Communicate/provide Navy guidance on PAL, templates, and process related documentation
- Align and audit documents with the PAL (PMO, BSC, SSC/L)
- Update/maintain PAL content
- Work with Policy, Plan, Process, Procedure owners to improve existing PAL documents
- Recommend process improvements; leverage lean six sigma, ITIL, CMMI (focus on better process effectiveness/efficiency)
- Facilitate the creation of new SE processes
- Experience in large, geographically disparate IT environments (100,000+ users)
- Familiarity with Department of Navy (DON) command organization and IT infrastructure

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Required Qualifications:

- ITIL v3 Foundation certification
- Defense Acquisition University (DAU) ACQ 101 (preferred)
- Bachelor's degree or equivalent related experience
- 5+ years of experience in information technology
- 5+ years in Business Analytics and/or Business Process Management
- Lean Six Sigma Certification (preferred)

Please reply directly to this position description with an updated resume and your salary requirements directly to Travis Jones at tjones@falconwood.biz.

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