



CeTARS Program Analyst

(LS / Class Convene Management – CeTARS Program Analyst)

The **CeTARS Program Analyst (Corporate enterprise Training Activity Resource Systems)** oversees A-schools, C-schools, and other formal training schedules to align with fleet requirements and resource constraints.



Accuracy and timeliness are everything. If the data isn't right, the entire training pipeline suffers. My job is to make sure schedules and quotas are correct the first time—because one mistake can ripple through the whole system.

Demographics

- Role:** CeTARS Program Analyst
- Experience Level:** Several years in CeTARS management and student training operations
- Location:** N3 - Student Training Operations - Virginia Beach, VA HQ

Character

- Motivated by:**
 - Motivated by accuracy and order
 - Prefers structure and clear guidelines
 - Values team collaboration and communication
- Approach:**
 - Detail oriented and methodical
 - Pragmatic and realistic
 - Structured and routine oriented
 - Risk averse but adaptive
- Personality Traits:**
 - Problem solver and adaptable
 - Process driven and organized
 - Highly responsible and dedicated
 - Collaborative but independent
 - Highly persistent and task oriented
 - Mission driven and team player

Position

Primary Responsibilities:

- Core Function:** Manages course scheduling and quota allocation for training programs across multiple learning centers and A-schools.
- Data Management:** Verifies class schedules and manually enters the class convene schedules into CeTARS.
- Process Oversight:** Develops draft class schedules based on Student Input Plan (SIP) results. Coordinates with learning centers, Course Curriculum Model Managers, Course Supervisors and the Officer in Charge (OIC) to finalize schedules. Enters the reviewed and approved schedules in CeTARS.
- Data Integrity:** Continuously verifies data integrity, making manual updates when necessary.
- Interdepartmental Coordination:** Works with different Commands and A-Schools to align the class convene schedule with the resources available to execute the proposed schedule.
- Problem-Solving:** Acts as the point of contact for troubleshooting any scheduling issues.

- CeTARS (Corporate Enterprise Training Activity Resource Systems)
- Excel
- MS Teams
- Outlook Email

Technology Used

Needs (Goals)

- Accuracy:** Ensure 100% data accuracy to prevent scheduling conflicts.
- Timeliness:**
 - Draft schedules by August.
 - Finalized class schedules by end of September.
 - Quota assignments completed by October.
- Efficiency:** Improve workflow by reducing redundant manual tasks

Pain Points

- System Modernization:**
 - Need improvements to bulk data entry to streamline scheduling.
 - Needs automated error-checking to catch scheduling conflicts.
 - Needs integrated real-time data updates to reduce reliance on spreadsheets.
- Help Desk Integration:** Needs a centralized help request system to route inquiries more efficiently.
- Needs Collaboration Tools:** Move from manual Excel-based planning to a more dynamic task tracking system.
- Manual Data Entry:** Bulk data entry is limited to five classes at a time, making the process time consuming.
- System Latency & Limitations:** CeTARS is an aging system. System latency slows down the workflow usually each day. Manual corrections and multiple verifications are necessary as well.
- Lack of Automation:** No batch processing or system-wide updates; changes must be entered manually.
- Communication Bottlenecks:** Heavy reliance on email communications and one on one communication for updates.

Goals For Transformation

- Build a more automated, integrated Course Scheduler** that minimizes manual workload.
- Enhance workflow automation** using tools for notifications and approvals.
- Integrate Scheduling Warnings** – Flag potential conflicts (e.g., holiday scheduling errors).
- Automate Batch Uploads** – Reduce manual data entry efforts.
- Real-time Navy logic training:** Improve training for new analysts to better understand the Navy class scheduling processes and real-time functionality to schedule courses.
- A self-service scheduling tool** for training sites to update the schedule without using Excel calculations.