

Job Title:	Program Analyst
Requisition Number:	JO-1507-2806
Grade:	11
Salary Range:	\$57,960.00 - \$74,727.00
Promotion Potential:	No
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Open to the Public
Opening/Closing Date:	7/2/2015 - 7/12/2015

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PROGRAM ANALYST
CS-0343-11
\$57,960 - \$74,727

Collective Bargaining Unit (Union)

Job Summary

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

This position is located in the Department on Disability Services (DDS), Developmental Disabilities Administration (DDA) Quality Management Division (QMD). This position is established to analyze current and proposed operating programs to evaluate their actual or potential effectiveness in achieving objectives. Conduct analytical surveys and assigned studies serving as required. Present findings and documents them in written management reports, identifying weaknesses and outlining conclusions, analyzing findings and making recommendations for resolution of problem areas, increasing program effectiveness.

Maintain information on new programs, studies, regulations, policy statements, enacted legislation involving or affecting DDS. Analyze and evaluate assigned DDS work processes and policies, operations, and procedures, taking into full consideration legislative, programmatic, and management issues and problems. Assist in conducting complex studies of DDS programs, policies, and strategies. Assist in designing and conducting time sensitive analytical and evaluative studies of program or administrative management systems, work simplification, resource utilization, and decision making studies for DDS. Establish the approach and objectives of such studies, formulates methodology, and evaluates alternative courses of action.

Prepare complex reports of findings and recommendations considering such factors as actual accomplishments verses goals established, adequacy of existing versus new programs, and costs incurred in the conduct of the program. Implements plans with milestones, timetables, audit trails, and evaluation procedures. Gather data using techniques such as quantitative analysis, surveys, interviews, research, etc., to justify proposals through systematic and deductive reasoning.

Perform other related duties as assigned.

Qualifications

Applicant must have one (1) year of Specialized Experience at the next lower-grade level. Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to analyzing and evaluating the effectiveness of line program operations in meeting established goals and objectives.

Specialized experience that includes: performing analysis and making recommendations using a workforce management tool, preparing business process documents or business cases using specialized computer software for spreadsheets, flowcharts, presentations, databases and word processing; and conducting special studies or specialized projects and assignments.

Education

Minimum requirement: A high school diploma; education and work experience considered. A bachelor's degree in a related area preferred.

Non-Union

This position is in the collective bargaining unit represented by local union AFGE 383 and you may be required to pay an agency service fee through direct payroll deduction.

Work Experience

The experience may have been gained in either the public, private sector:

The normal full-time work week is 35-40 hours and the normal work year is 12 months. Part-time work is prorated in crediting experience. An applicant demonstrating 20 hours per week for a 12-month period would be credited with 6 months of experience.

Part-Time or Unpaid Experience - Credit will be given for appropriate unpaid and or part-time work. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week.

Licensures, Certifications and other requirements

None-Office equipment (e.g., computer, copier) - "Typical office equipment (e.g., computer, copier), A/V equipment"

Work Environment

Work is typically performed in an adequately lighted, heated and ventilated controlled office.

The work is primarily sedentary, although some slight physical effort may be required. Assignments may involve visits to work sites, and require periods of standing, bending, walking and stooping to observe and study work operations.