

Job Title: Program Analyst
 Requisition Number: JO-1506-2728
 Grade: 13
 Salary Range: \$76,397.00 - \$98,429.00
 Promotion Potential: No
 Agency: Disability Services
 Location: 1125 15th St NW
 Area of Consideration: Open to the Public
 Opening/Closing Date: 6/24/2015 - 7/4/2015

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Program Analyst, RSA
CS-0343-13
\$76,397 - \$98,429

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), Rehabilitation Services Administration (RSA), Office of Operations, Office of Quality Assurance and Compliance (OQAC). This position is primarily responsible for analyzing current and proposed operating programs to evaluate their actual or potential effectiveness in achieving goals and objectives.

The incumbent will be expected to conduct major, and/or long-term studies of the mission programs and operations carried out by the Rehabilitation Services Administration, analyzing and evaluating the effectiveness of line program operations in meeting established goals and objectives. Monitor and evaluate program operations and special activities for efficiency, effectiveness and compliance with policies and procedures. Collect data from a variety of sources and performs initial analysis of information as it relates to the organization. Develop operational plans and budgets, and conducts scheduled surveys, program studies, and special studies in the organization.

Serve as the primary editor of the policy and procedure manuals used by the Agency's direct services providers. Works closely with designated employees to ensure the Agency's policies reflect the Agency's practices and are in compliance with District and federal policies, laws and regulations. Works with management to review performance data, fiscal conditions and forecast data, and makes policy revisions based on findings. Evaluates employees' adherence to established policies and advises management of areas of non-compliance and of the need for additional training. Work closely with supervisor to develop and implement monitoring protocols designed to examine the Agency's progress toward determined outcomes and adherence to performance indicators and to prepare required documents for District and federal audits and for on-site federal monitoring reviews. Develop and prepare statistical reports, including a quarterly Standards and Indicators report based on the annual report prepared by the U.S. Department of Education.

Plan and conduct comprehensive analytical surveys and special studies acting as the team leader when other employees are involved. Present and discusses findings with responsible officials and documents findings in written management reports, identifying weaknesses and outlining conclusions, analyzing findings and making specific recommendations for resolution of problem areas, substantially increasing program effectiveness. 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 not in a collective bargaining unit

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), AV equipment"

Work Environment

Work is typically performed in an adequately lighted, heated and ventilated controlled office. Assignments may require occasional travel, visits to work sites, and involve moderate risks or discomforts.

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.