

Job Title: Management Analyst
 Requisition Number: JO-1508-3241
 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: 8/20/2015 - 8/30/2015

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MANAGEMENT ANALYST
CS-0343-11
\$76,397 - \$98,727

This position is not in a collective bargaining unit.

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 Department on Disability Services (DDS), Rehabilitation Services Administration (RSA). The Administration provides comprehensive vocational rehabilitation and independent living services to persons with disabilities, which will maximize their quality of life and promote their employability and economic self-sufficiency, independence, inclusion and integration into society, and adjudication of disability claims. The purpose of this position is to participate in the development of a performance management regimen by making a detailed analysis of the organizations strengths and weaknesses, using data analysis and management, business process reengineering and other organizational development efforts.

The incumbent will perform statistical analysis, studies and trends on a wide range of topics relating to the field of disability, operational and strategic issues within the Department on Disability Services. Analyzes and evaluates on a quantitative/qualitative basis the effectiveness of line program operations in meeting established goals and objectives. Independently collects, interprets and analyzes data from management studies which are specific and unique to the agency's directives and for which no precedent studies/analysis have been conducted. Evaluates and advises on organization structures, methods, and procedures.

Analyzes management information requirements. Develops, analyzes, and evaluates new or modified management policies, regulations, goals, or objectives. Develops procedures and systems for assessing the effectiveness of management processes. Establishes and maintains effective working relationship with media representatives in disseminating information or answering inquiries about the organizations' operations or activities. Writes articles for director dealing with organization operations, programs and activities for publication in national trade outlets.

Performs other 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.

Examples of Specialized experience include: managing an organization's operation of the district planning, programming, and budgeting and execution process; utilizing qualitative and quantitative analytical techniques to measure and improve program effectiveness and management operations; presenting administrative and programmatic information and recommended options to improve programs and organizational efficiency; reviewing internal/financial control audit and investigative reports to determine appropriate changes or corrective action required.

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), 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.