

Job Title:	Management Analyst
Requisition Number:	JO-1510-3894
Grade:	12
Salary Range:	\$68,294.00 - \$87,374.00
Promotion Potential:	No
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Open to the Public
Opening/Closing Date:	10/30/2015 - 12/14/2015

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MANAGEMENT ANALYST

CS-0343-12

\$68,294 - \$87,374

This position is not in a collective bargaining unit.

The first screening of applicants will take place within ten (10) days of the posting of this vacancy announcement. The position is open for 45 days.

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), Office of the Deputy Director for Administration. The purpose of this position is to participate in the development of a performance management regimen by making a detailed analysis of the organization's strengths and weaknesses, using data analysis and management, business process reengineering and other organizational development efforts.

The incumbent will be expected to provide support and business process analysis in support of the No Wrong Door (NWD) project. Conducts special projects and analytical studies related to identifying areas of expertise in the Department that could benefit from training opportunities, fill technology gaps and participate in the implementation of rehabilitation services/customer service best practices. Participates in the analysis and redesign of processes that revolve around providing adequate and appropriate services to persons with physical, psychological and developmental disabilities that lead to employment, self-sufficiency and/or independence.

Researches and correlates information from local, national, and international sources in order to make recommendations relative to state-level management and policy issues concerning community integration, health, safety, employment, and quality of life outcomes for the population served. Researches the legal and budgetary implications for these outcomes as well as draft action plans on achieving them. Tracks the agency's performance measures and the development of various reports.

Conducts management analysis of programs, policies, and protocols to assess effectiveness. Actively participates in and contributes to policy development and the review process. Devises systems and protocols to track progress of units within the Administration. Counsels and advises program managers on methods and procedures, management surveys, management reports, and control techniques.

Maintains effective working relationships with the DDS service provider community, other city and federal agency staff, the Court Monitor, the advocates, and other individuals and groups that interface with the consumers served by DDS.

Performs 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.

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:

Knowledge of statistical analysis and techniques and survey development.

Knowledge of the specific organization's programs and missions and Federal and agency regulations.

Knowledge of qualitative and quantitative techniques for measuring effectiveness, efficiency, and productivity of assigned programs.

Ability to communicate effectively to make recommendations to management and brief them.

Skill in applying analytical and evaluative methods and techniques in developing new procedures and approaches and to identify and

resolve significant issues and problems of a unique nature.

Skill in technical writing.

Licensures, Certifications and other requirements

None-Office equipment (e.g., computer, copier) - "Typical office equipment (e.g., computer, copier), AV equipment"

Work Environment

The work is primarily sedentary. Work is performed in a typical office setting.