

Job Title:	Program Analyst
Requisition Number:	JO-1604-5294
Grade:	11
Salary Range:	\$59,698.00 - \$76,969.00
Promotion Potential:	
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Open to the Public
Opening/Closing Date:	4/22/2016 - 5/2/2016

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PROGRAM ANALYST

CS-0343-11

\$59,698 - \$76,969

Collective Bargaining Unit (Union)

Introduction

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, Disability Determination Division. The Disability Determination Division determines the absence or presence of a disability and adjudicates appeals for disability benefits under the Social Security Act.

Job Summary

The incumbent will provide information in monthly/quarterly/annual budget reviews in conjunction with the Department on Disability Services, including review of status of obligations, status of revenue and forecasts of revenue and spending budget outcomes. Incorporates information on program trends and effects on services, as stipulated by the Social Security Administration (SSA) and the District of Columbia Government. Provides the results of monthly reviews with particular emphasis on accuracy year-to date status and forecast against budget. Prepares a report, including recommendations, to be utilized by the Division Director for corrective action when indicated.

Monitors spending to insure enough money is available. May be required to change vendors. Prepares spreadsheets to track payments and ensures that vendors are paid as scheduled. Forwards invoices after approval to the Business Services Unit for entry into Procurement Automated Support System (PASS). Prepares quarterly reports of expenditures for the Division Director, in accordance with SSA's and the District's reporting requirements. Incorporates narrative description and assessment of program and service effects of recommendations. Implements the Division Director's decisions on monthly budget activities, reviews and assessments. Prepares special reports for use by Division Director to further assess spending trends, i.e., payroll cost projections, overtime costs and cost of unfunded special activities. Ensures checks and balances on the budgeted and expended amounts for all financial activities on the DC Financial Reports on Forms 100 & 220.

Maintains information on new programs, studies, regulations, policy statements, enacted legislation involving or affecting DDD. May serve as a resource on program analysis issues for supervisors, managers and employees. Assists in preparing and coordinating DDD responses to sensitive requests from the Department on Disability Services. Assures that responses accurately reflect DDS and DDD policies, or in the case of exceptions to policy that variances are warranted and fully documented. Further assures that all issues are evaluated from a DDD point of view.

Prepares charts and graphs to be incorporated in briefing packages for use by the Division Director for meetings and conferences on funding and spending projections and trends. Monitors the status of pre-encumbrances and outstanding obligations for the Division Director, making recommendations for corrective action when indicated. Attends meetings with or on behalf of the Division Director to explain budgetary and disability operations matters, provides technical assistance and determine projects that need attention.

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 involved in input, control and analysis of the DDD budget. The budget consists of complex funding mechanisms, including Federal dollars.

Specialized experience that includes: studies of the work processes, activities, and functions found in DDD and the effect of work processes and procedures on the other organizations of DDS or other agencies and/or private industry. Recommendations are meant to address new or solve long standing, critical problems which have been resistant to solution in the past.

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 AFSCME 2401 and you may be required to pay an agency service fee through direct payroll deduction.

Work Experience

Skill in assisting in planning and organizing projects and working on study teams when necessary.

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, and involve moderate risks or discomforts.