

## Job Description

<b>Job Title</b>	Program Analyst		
<b>Job ID</b>	24483		
<b>Date Opened</b>	12/21/2023		
<b>Date Closed</b>	01/04/2024		
<b>Location</b>	1050 1st Street, NE		
<b>Full/Part Time</b>	Full-Time	<b>Type of Appointment</b>	Career Service - Term Appt
<b>Regular/Temporary</b>	Regular		
<b>Agency</b>	SR	Insurance, Securities and Bank	
<b>Area of Consideration</b>	Open to Public		
<b>Grade</b>	12		
<b>Bargaining Unit</b>	CH11	Non Union - Chapter 11	
<b>Minimum Range</b>	\$80,783.000000	<b>Maximum Range</b>	\$103,333.000000
<b>Target Openings</b>	1	<b>Available Openings</b>	1

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### General Job Information

#### **Job Summary**

This position is located in the District of Columbia Government (District), Department of Insurance, Securities, and Banking (DISB). The DISB mission is three-fold: (1) cultivate a regulatory environment that protects consumers and attracts and retains financial services firms to the District of Columbia; (2) empower and educate residents and small businesses on financial matters; (3) provide financing for District of Columbia small businesses.

#### **Duties and Responsibilities**

Plans, develops, and conducts program analyzes of substantial scale and impact concerning all aspects of current or projected operating programs for actual or potential effectiveness in achieving planned goals and objectives. Develops, maintains, and monitors projects, and integrated reporting system(s) affecting program(s) throughout the activity. Communicates information to supervisor for effective evaluation of program operations and milestones. Analyzes, extracts, summarizes, and identifies significant trends and issues. Forecasts and estimates program requirements and prepares programmatic reports, justifications, charts, graphs, statistical and narrative data, etc, for presentations and briefings. Conducts management surveys, audits, projects, etc., and provides advisory services to operating or management officials. Program study assignments involve organizations, operations, and functions of significant complexity with extensively interrelated program(s) throughout an extremely complex activity.

#### **Education and Qualifications**

Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, the incumbent must have at least one (1) year of specialized experience equivalent to the next lower grade level in the normal line of progression.

#### **Licenses and Certification**

None

#### **Working Conditions/ Environment**

Work is primarily performed in an office setting.

#### **Other Significant Facts**

**Tour of Duty:** Monday - Friday 8:15am - 4:45pm

**Pay Plan, Series, Grade:** CS-0343-12

**Promotion Potential:** No Known Promotion Potential

**Duration of Appointment:** Career Service– Term

**Collective Bargaining Unit:** This position is NOT covered under a collective bargaining unit.

**Position Designation:** The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, Suitability – Security Sensitive.

**EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical, handicap, or political affiliation.