

Job Description

Job Title	Program Analyst		
Job ID	13826		
Date Opened	07/26/2021		
Date Closed	08/24/2021		
Location	1050 1st Street, NE		
Full/Part Time	Full-Time	Type of Appointment	Career Service - Reg Appt
Regular/Temporary	Regular		
Agency	SR	Insurance, Securities and Bank	
Area of Consideration	Open to Public		
Grade	13		
Bargaining Unit	1_2	Compensation Unit 1 & 2	
Minimum Range	\$94,858.000000	Maximum Range	\$122,227.000000
Target Openings	1	Available Openings	1

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General Job Information

Job Summary

This is a position description for a Market Conduct Data Analyst in the D.C. Department of Insurance, Securities and Banking (DISB) in the Compliance and Analysis Division (CAD). This position will have primary responsibility for gathering, coordinating, and analyzing data in the insurance, securities, and banking industries, and measuring and monitoring current and proposed initiatives and programs to evaluate their impact and effectiveness in the marketplace.

Duties and Responsibilities

Plans, develops, and conducts program analysis of substantial scale and impact concerning insurance, securities and banking special projects and initiatives related to Market Conduct and Diversity, Equity, and Inclusion (DEI) matters for impact and effectiveness in achieving planned goals and objectives. Assists in developing, maintaining, and monitoring projects, and integrated reporting "systems" affecting programs throughout the activity. Communicates information to supervisor for effective evaluation of program operations and milestones. Assists with developing key performance indicators and key risk indicators to measure impact and effectiveness. Analyzes, extracts, summarizes, and identifies significant industry trends and emerging issues. Forecasts and estimates program requirements and prepares programmatic reports, justifications, charts, graphs, statistical and narrative data, etc. for presentations and briefings. Conducts DEI surveys, market conduct reviews, compiles data on marketplace developments and industry association projects, etc., and provides advisory services to DISB management officials. Assignments involve financial industry organizations, operations, and functions of significant complexity with extensively interrelated DISB bureau programs.

Qualifications and Education

This position requires specialized Experience that equips 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 the work of the position to be filled. To be creditable, one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression.

Licensure and Certifications

None

Other Significant Facts

Promotion Potential: No known promotion potential

Tour of Duty: Monday - Friday 8:15 a.m. to 5:00 p.m.

Pay Plan, Series and Grade: CS-0343-13

Collective Bargaining Unit: This position is in a collective bargaining unit represented by AFSCME Local 2743. You may choose to pay union dues.

Position Designation: The position has been deemed security sensitive. Accordingly, the incumbent will be subject to preemployment checks (criminal background checks, consumer credit check, traffic record checks, if applicable) as a condition of employment, and will be subject to periodic criminal background checks for the duration of your tenure.

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.