General Job Information

Job Description

Job Title  Program Analyst

Job ID  8932

Date Opened  10/31/2019

Date Closed  11/29/2019

Location  1050 1st Street, NE

Full/Part Time  Full-Time

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  $94,858.00000

Maximum Range  $122,227.00000

Target Openings  1

Available Openings  1

Job Summary

This is a standard position description designed for use in any District of Columbia Government departments, agencies, and offices. The position description depicts generalized duties and responsibilities required of a position with primary responsibility for analyzing and advising management of current and proposed operating programs to evaluate their actual or potential effectiveness in achieving objectives.

Duties and Responsibilities

Provides critical analyses and evaluations of actual or potential effectiveness of current and/or projected program activities. Provides technical assistance in the design, development and implementation of improved program designs/operations. Reviews and analyzes planning and operations activities of major program areas administered by the department.

Participates in the conceptualization, design, refinement, and implementation of program or office planning, development, review, and evaluation systems. Defines new program needs, considering such factors as the impact on social, economic and other conditions.

Conducts continuous review and analysis of current or proposed programs and related administrative and financial activities; determines, through comprehensive assessment, effective utilization of resources at program level; identifies program strengths and deficiencies; and recommends changes or corrective action relative to program design, policies, procedures, and operations.

Coordinates agency policy plans and programs with the activities of other public and private community organizations through committee representation; individual conference; or through review and reaction to proposals submitted by other agencies and groups.

Meets with agency official and managers to provide advice, guidance and technical assistance to programs in the development of review indicators.

Qualifications and Education

Applicants must have at least one (1) year of specialized experience equivalent to the CS-12 grade level in the District of Columbia government service, or equivalent public or private sector. Specialized experience which is in directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Licenses and Certification
Working Conditions/Environment

The work is primarily sedentary, although some slight physical effort may be required. The work may involve visits to work sites, and requires periods of standing, bending, stooping and carrying of light items.

Other Significant Facts

Tour of Duty: 8:15 am to 5:00 pm

Promotion Potential: No Known promotion potential

Duration of Appointment: Career Services - Regular Appointment

Plan, Series and Grade: CS-343-13

Collective Bargaining Unit (Union): This position is in a collective bargaining unit.

Position Designation: This position is subject to enhanced suitability screening pursuant to Chapter 4 of the DPM, 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, marticulation, physical handicap, or political affiliation.