

**Job/Analysis**

<b>Position Title: Management &amp; Program Analyst</b>	<b><u>Competency Category (KSA/Job Criteria)</u></b> Basic Qualifications (Knowledge) Functional (Skills/Abilities) Interpersonal (Abilities)	<b><u>FOR CATEGORY RATING:</u></b> BQ Category Range: 95 - 100 WQ Category Range: 85 - 94 Q Category Range: 70 - 84
<b>Series, Grade: GS-0343-11</b>		
<b>Subject Matter Expert:</b>	<b><u>Question Type</u></b> MC – Multiple Choice      MAMC – Multiple Answer Multiple Choice LA – Long Answer        SA – Short Answer YN – Yes No                AA – Applicant Assessment	
<b>Human Resources Specialist:</b>		

<b>Major Duties - PD</b>	<b>Competency Category (KSA/Job Criteria)</b>	<b>Question Type</b>	<b>QuickHire Questions and Responses (New or Existing)</b>	<b>SCORE (For Use in HR Office Only)</b>
<p>Conducts studies and provides analysis for project management tasks on assigned program lines. Assists in coordinating a variety of projects to improve the effectiveness and efficiency of programmatic administrative and operational policies and procedures related to the mission of the office.</p>	<p>Skill in applying analytical and evaluative methods and techniques in developing of new procedures and approaches to identify and resolve significant issues and problems.</p>	<p><b>Y/N</b></p>	<p>GS-11 You must have one year of specialized experience equivalent to the next lower grade in the federal service which has equipped you with the knowledge, skills, and abilities to perform successfully the duties of the position. Select the choice which best describes your specialized experience. #16674</p> <ol style="list-style-type: none"> <li>1. I have one (1) full year of specialized experience equivalent in responsibility and scope to the next lower grade level as described in the vacancy announcement under the specialized experience requirements.</li> <li>2. I do not meet or exceed the 1 year of specialized experience as described in the vacancy announcement.</li> </ol> <p>Select the one choice below that best describes your level of experience collecting, complying, analyzing, and evaluating information and data. #55810</p> <ol style="list-style-type: none"> <li>1. I have not education, training or experience in performing this task.</li> <li>2. I have had education or training in performing this task, but have not yet performed it on the job.</li> <li>3. I have performed this task in the job,</li> </ol>	

			<p>with close supervision from supervisor or senior employee.</p> <ol style="list-style-type: none"> <li>4. I have performed this task as a regular part of the job, independently and usually without review by supervisor or senior employee.</li> <li>5. I have independently and regularly performed this task on the job and am frequently consulted by others as an expert for assistance in performing this task.</li> </ol> <p>Select the choice(s) that describe your experience in applying knowledge of the organizational structure, policies, assignments, and missions and functions of a multi-office organization. #56790</p> <ol style="list-style-type: none"> <li>1. Identified appropriate offices or staff to initiate action of respond to official requests, congressional inquiries, organizational audits or equivalent documents.</li> <li>2. Consolidated and reconciled technical organizational documents and concerns into a final management position.</li> <li>3. Facilitated communications and activities between organizational entities.</li> <li>4. Represented the office in meetings and work groups with offices both internal and external to the organization.</li> <li>5. Identified problems, conflict,</li> </ol>	
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			inefficiencies in organizational policies, processes and operating procedures. 6. None of the above.	
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<p>Studies proposed legislation and/or regulations for impact on programs. Researches current or new management practices for application to programs or operations.</p>	<p>Knowledge of Federal and agency regulations; knowledge of the specific organization's programs and missions.</p>	<p><b>NAMC</b></p>	<p>Please select the response(s) that best describe your experience in facilitating the efficient and effective operation of an organization. <b>#54406</b></p> <ol style="list-style-type: none"> <li>1. Independently assessed, planned, coordinated and established organizational processes and procedures to expedite critical/suspense actions.</li> <li>2. Evaluated and implemented tracking systems to facilitate ascertain and monitor the status of assignments and projects delegated to management and staff members.</li> <li>3. Trained individuals on new organizational or program processes, processes and/or policy requirements.</li> <li>4. Provided oversight to ensure administrative or program requirements were implemented.</li> <li>5. None of the above.</li> </ol> <p>Of the following duties, which do you have experience performing on a regular, recurring basis? <b>#41116 (Energy Mgmt)</b></p> <ol style="list-style-type: none"> <li>1. I have experience maintaining liaison with internal staff members and managers to keep abreast of current events, potential news items, changes in legislation and regulations</li> <li>2. I have experience maintaining contact and building partnerships with</li> </ol>	
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			<p>Federal, State, and local government officials</p> <ol style="list-style-type: none"><li>3. I have experience maintaining contact and building partnerships with members of professional, business, civic and other public interest organizations</li><li>4. I have experience participating with, and assisting local, state, and/or Federal officials in developing workable solutions to highly complex problems involving issues of concurrent or overlapping jurisdiction</li><li>5. I have experience dealing with high level management officials, employees, clients or the public on non-routine matters of a very sensitive, controversial or operationally important nature.</li><li>6. None of the above.</li></ol>	
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<p>Identifies procedural problems in program operations, using quantitative or qualitative methods. Makes recommendations in reports.</p>	<p>Knowledge of qualitative and quantitative techniques for measuring effectiveness, efficiency, and productivity of assigned programs.</p>		<p>Select the one choice below that best describes your ability to identify deficiencies or problems with a program or activity and develop correlating corrective action(s). #55815</p> <ol style="list-style-type: none"> <li>1. I have not education, training or experience in performing this task.</li> <li>2. I have had education or training in performing this task, but have not yet performed it on the job.</li> <li>3. I have performed this task in the job, with close supervision from supervisor or senior employee.</li> <li>4. I have performed this task as a regular part of the job, independently and usually without review by supervisor or senior employee.</li> <li>5. I have independently and regularly performed this task on the job and am frequently consulted by others as an expert for assistance in performing this task.</li> </ol> <p>Do you have a combination of education and/or experience applying quantitative methods and techniques for professional engineering analysis?</p> <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. No</li> </ol>	
<p><u>Prepares background papers</u></p>	<p>Ability to communicate effectively</p>		<p>Select the response(s) that reflect the</p>	

<p><u>and materials for senior EERE and DOE management.</u></p>	<p>to make recommendations to management and brief them.</p>		<p>activities you performed regularly at work. <b>#37537</b></p> <ol style="list-style-type: none"> <li>1. Developed written materials for briefings, meetings, or conferences.</li> <li>2. Written clearly, logically, concisely, and persuasively for a variety of audiences.</li> <li>3. Drafted procedural material for dissemination to field or operating-level elements.</li> <li>4. Drafted reports, memoranda, and correspondence for signatures for higher-level officials.</li> <li>5. Authored issues/position papers or summary reports on organizational data, which included analysis and recommendations.</li> <li>6. Drafted responses to Departmental inquire.</li> <li>7. Communicated organizational strategies, goals, objectives, or priorities in writing.</li> <li>8. Written guidelines or procedural instructions for implementing new initiative or systems.</li> <li>9. Explained or justified decisions, conclusions, findings or recommendations.</li> <li>10. Composed complex correspondence or other written work including management reports and manuals.</li> <li>11. Reviewed reports for accuracy, adherence to expression and</li> </ol>	
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			<p>appropriateness for intended audiences.</p> <ol style="list-style-type: none"> <li>12. Compiled correspondence that consolidates input from a number of different sources including contradictory viewpoints.</li> <li>13. Developed comprehensive material for briefings, meetings or conferences.</li> <li>14. None of the above.</li> </ol> <p>Do you have experience advising senior management officials on major programs policy matters? Pick the best answer. #56313</p> <ol style="list-style-type: none"> <li>1. I have had education, training or experience in performing this task.</li> <li>2. I have had education or training in performing this task, but have not yet performed it on the job.</li> <li>3. I have performed this task on the job, with close supervision from supervisor or senior employee.</li> <li>4. I have performed this task as a regular part of the job, independently and usually without review by supervisor or senior employee</li> <li>5. I have supervised performance of this tasks and/or I have trained others in performance and/or am normally consulted by others as an expert for assistance in performing this task.</li> </ol> <p>Written products. Please indicate which of the following types of written products you</p>	
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			<p>have produced as a regular part of a job by checking the appropriate boxes. <b>#56786</b></p> <ol style="list-style-type: none"><li>1. Issue papers or summary reports on organizational data, which include analysis and recommendations.</li><li>2. Position papers on controversial issues.</li><li>3. Correspondence that consolidates input from a number of different source (including contradictory viewpoints).</li><li>4. Policy statements and guidance.</li><li>5. Procedural guidance.</li><li>6. Report findings on studies.</li><li>7. Briefings and testimony for Congressional Hearings.</li><li>8. Recommendations for solutions to policy problems.</li><li>9. None of the above.</li></ol>	
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## 1.INTRODUCTION:

This is a Management and Program Analyst career ladder position, the incumbent of which is assigned anywhere within Office of Energy Efficiency and Renewable Energy organization. This position is established to analyze and advise management on the evaluation of the effectiveness of programs and operations or the productivity and efficiency of management, or both.

## II. MAJOR DUTIES AND RESPONSIBILITIES

-- Conducts studies and provides analysis for project management tasks on assigned program lines. Assists in coordinating a variety of projects to improve the effectiveness and efficiency of programmatic administrative and operational policies and procedures related to the mission of the office.

Identifies procedural problems in program operations, using quantitative or qualitative methods. Makes recommendations in reports.

Studies proposed legislation and/or regulations for impact on programs. Researches current or new management practices for application to programs or operations.

Participates in budget planning work groups, teams and/or task forces.

Prepares background papers and materials for senior EERE and DOE management.

Performs other duties as assigned.

## III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position.

Knowledge of Federal and agency regulations; knowledge of the specific organization's programs and missions; knowledge of pertinent laws, regulations, and policies related to program/operations area in order to analyze their impact on programs.

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

Skill in applying analytical and evaluative methods and techniques in developing new procedures and approaches to identify and resolve significant issues and problems.

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

Factor 2 - Supervisory Controls

The supervisor provides limited direction, setting the overall project objectives. The supervisor, in consultation with the incumbent, develops deadlines and project plans. The incumbent is responsible for independently performing assignments and keeping the supervisor apprised of potentially controversial issues. Completed work is reviewed for effectiveness in meeting organizational goals and overall feasibility.

Factor 3 - Guidelines

Guidelines consist of standard Federal regulations and organizational directives. Procedural guidelines are not always applicable to specific project assignments; therefore, the incumbent must use judgment in selecting or adapting guides.

Factor 4 - Complexity

The work involves many different and unrelated work processes and methods including researching rules and regulations affecting the program, analyzing data gathered, and preparing reports with recommendations. The work may require frequent modification of qualitative and quantitative analytical techniques for conducting studies and establishing criteria for information collected. The incumbent utilizes existing policy and established methods to determine what needs to be done and develops method for collecting and assessing the information gathered.

Factor 5 - Scope and Effect

The work involves studies of administrative and managerial processes and procedures to assess productivity, effectiveness, and efficiency of program operations. The studies may involve one or several organizations and may affect the administrative methods of the organization, managerial processes, or the operating unit within

the organization. The incumbent analyzes results and makes recommendations regarding studies of work processes and procedures.

Factors 6/7 Personal Contacts/Purpose of Contacts

Contacts are with employees, supervisors, and managers throughout the organization. Some contacts are with consultants, contractors or managers at the agency level. Contacts are for the purpose of gathering information to facilitate studies being conducted or exchanging information and discussing issues and options available. There may be some degree of controversy involved in the process of influencing others to accept ideas.

Factor 8 - Physical Demands.

The work is primarily sedentary, requiring no special physical demands.

Factor 9 - Work Environment

Work is performed in a typical office setting.

TOTAL = 2470 pts. (GS-11 = 2355 – 2750)

This position is exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS